

# LLANDUDNO TOWN BAND GDPR/PRIVACY POLICY

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This privacy policy sets out how the Band uses and protects any personal data that you provide. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

This policy is written with the EU General Data Protection Regulations (GDPR) effective 25<sup>th</sup> May 2018, in mind. It will be reviewed annually.

Personal data is defined as anything that can be used to identify an individual. This can be their name, postal address, bank details, an ID number, personal contact details or an image.

## **What we collect**

We may collect the following information:

- Your name
- Your address
- Your contact information including email address and telephone number(s)
- Date of birth
- Photograph (for Brass Band Registry)
- Relevant medical information
- Emergency contact details
- Other information solely relevant to the day-to-day management of the band.

## **Consent**

We will only collect your personal data with your written consent (see **Membership Form**)

## **Retention**

We will ensure that your data is not kept for any longer than it is needed to fulfil the purposes for which it was originally collected.

## **What we do with your information**

The information is required to enable the band to run smoothly. Your personal data is used solely for Llandudno Town Band affairs and will not be shared with any other individuals or organisations without your express permission. It will be kept up to date and relevant.

**Security** The Band is committed to ensuring that your information is held properly and securely.

## **Controlling your personal information**

You may request a copy of all personal data submitted by you and held by the band. You may choose to have your personal data updated, rectified, or deleted. You may also choose to restrict what personal data we have, how we use it, and to object if you believe we are doing anything to which you have not consented. Please contact a member of the Band Committee to exercise any of these rights.