

# **Band Safe – Privacy Policy for the BBB**

## **Blewbury Brass Band Privacy Policy:**

Blewbury Brass Band is committed to protecting your personal data and respecting your privacy. This policy explains how we collect, use, and store your information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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### **1. Who we are**

Blewbury Brass Band ("we", "our", "us") is a community organisation based in Blewbury, Oxfordshire. We collect and process personal information for the purpose of managing band membership and the hiring of our band hall.

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### **2. What information we collect**

We may collect and store the following types of personal data:

- Name and contact details (e.g. email address, phone number, postal address)
- Membership details (e.g. instrument played, subscription payments)
- Hall hire details (e.g. booking dates, payment information)
- Emergency contact details (for junior members [under 18 years of age], and adult members if provided voluntarily)

We do not collect or store sensitive health data (such as allergies) unless directly relevant to the member's participation in the band. We do not collect or store financial information such as credit/debit card details. Subscription payments are recorded only as received and not stored with bank or card information.

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### **3. Children's data**

For members under 18, we require consent from a parent or guardian to hold personal data. Communications about band activities will normally be made via parents/guardians unless agreed otherwise. We collect only the information needed to ensure a safe and enjoyable environment for children participating in the band.

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### **4. How we use your data**

Your personal data is used for:

- Administering membership of the band.
- Communicating with members about rehearsals, performances, and band activities.
- Managing hall hire bookings and related payments.
- Meeting legal and insurance obligations.

We will only use your personal data for the purposes for which it was collected.

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## **5. Lawful basis for processing**

Under UK GDPR, we rely on the following lawful bases:

- Contract: to fulfil membership administration or hall hire agreements
  - Legal obligation: to comply with applicable laws and regulations
  - Legitimate interests: to manage the band's activities effectively
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## **6. Sharing your data**

We will not share your personal information with third parties unless required to do so by law, or with your explicit consent.

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## **7. Data storage and security**

Your data is stored securely and only accessible to committee members who require it to carry out their role. We take appropriate technical and organisational measures to protect your information.

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## **8. How long we keep your data**

- Membership records: deleted within 12 months of leaving the band
- Hall hire records: retained for up to 7 years for accounting purposes
- Emergency contact details: deleted immediately when membership ends

Data no longer required is securely deleted.

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## **9. Photos and media**

We may take photographs or videos at rehearsals or performances for publicity and archival purposes. We will seek consent from members on the membership form each year (and from parents/guardians of under-18s) before using identifiable images in public materials such as websites, social media, or press.

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## **10. Your rights**

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data where appropriate
- Restrict or object to processing in certain circumstances
- Data portability (where applicable)

We aim to respond to all requests within one month.

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## **11. Contact us**

For any questions or to make a data request, please contact:  
Blewbury Brass Band Committee

Email: [secretary@blewburybrassband.org](mailto:secretary@blewburybrassband.org)

Address: Blewbury Brass Band Hut, Boham's Rd, Blewbury, Didcot OX11 9HF

If you are unhappy with how we handle your data, you also have the right to lodge a complaint with the Information Commissioner's Office (ICO):  
[www.ico.org.uk](http://www.ico.org.uk)