

# GREAT HORWOOD SILVER BAND

## Privacy Policy

Document No: GHSB/PP/001

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### Our Privacy Policy

At Great Horwood Silver Band, your personal privacy is important to us. This notice explains how we collect, store, manage, process, and protect your personal information. It lets you know the types of information we might hold, how and where we'll use it once it's been collected, and how we will keep it safe. We'll always aim to be very clear when we ask you to share any information with us and won't do anything with it that is unexpected.

As a membership organisation, sharing information is compulsory for members so that we can fulfil our obligations to you.

### How We Collect Personal Information

We'll collect information from you in several different ways. Most of the information comes directly from you and with your consent when you sign up as a member and join Muzodo.

### We will collect your personal information when:

- You become a member
- Join Muzodo

We may also capture your image in photography or in the video recording of a production or special event.

### The Types of Personal Information We Collect

We only collect personal information that is essential to our operations, and which allows us to fulfil our obligations to our members, maintain our records and accounts and to develop and promote our work.

Most of the information we collect is obtained directly from you and may include:

- Prefix and name
- Email address
- Date of Birth/age
- Contact phone number(s)
- Medical Conditions
- Photos, film and audio recordings of projects or performances

If you have a disability, we may also process information which will help us, make sure that you have the best experience possible while you are a member of Great Horwood Silver Band, this could include:

- Your request to use assisted hearing
- That you bring an assistance dog
- You use a wheelchair
- You require a seat for a personal assistant.

### How We Use Personal Information

The information we collect about you helps us to provide you with the best membership we can; to better understand what you need from us, and to make sure you don't miss out on any aspect of being a member of Great Horwood Silver Band.

We process personal information to provide you with membership of GHSB, where we have your consent to do so, where we are legally obliged to and where there is a legitimate interest.

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For example, we may use your information to:

- Deliver information to you
- Improve the service we offer you
- Understand how you want to be contacted. i.e. email, post, phone
- Contact you about upcoming events, membership and news.
- To efficiently administer and renew any membership you may have.
- To make sure any communications we send you about Great Horwood Silver Band are appropriate.

### **How We Manage and Protect Personal Information**

We will never share your personal information with any third parties. We will never sell, rent or trade your personal information.

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information.

We protect all the personal information we collect. Any information stored on Muzodo is only accessible with two levels of password and by a limited number of people. Hard copies are stored in hardcopy in locked filing cabinets.

We'll only keep information for as long as is reasonably necessary for the purposes set out in this notice and to fulfil our legal obligations; we'll never keep information longer than we need. In most cases, unless there is a sound reason for doing so, we will only keep personal data for a period of 2 years.

### **Your Rights**

You have the right to get the information we hold on you corrected. If you have any concern about the accuracy of your personal data, please let us know using the details below.

You have the right to be forgotten; if you would like us to remove the personal information we hold about you, please contact us using the details below.

You can request details of personal information that we hold about you by using the contact details below and providing a description of the information you would like to see, together with proof of your identity. We will respond to all information requests within 28 days.

It is easy to access and amend the personal information that we hold, you can do this over the phone, via email, or in writing using the following details.

Phone: 07540609344

Email: ghsbsecretary@gmail.com

Post: 37 Lowland Road, Tattenhoe, Milton Keynes, MK4 3AP

You have the right to lodge a complaint with The Information Commissioner's Office.