

Exmouth Town Concert Band Privacy Policy

Our contact details

Name: Exmouth Town Concert Band

Phone Number: 07930849530

E-mail:exmouthtownconcertband@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics which will include your Name, Postal Address, e mail Address and Telephone Number. We will also collect the Name, Address and Contact Number of an emergency contact nominated by you.
- We may also collect other information for the benefit of Exmouth Town Concert Band, such as willingness to volunteer for certain activities. You may opt not to provide this information if you wish.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the purposes of Registering you as a member of Exmouth Town Concert Band and administering your involvement within the Band such as-

Contacting you to ensure that you are aware of upcoming arrangements and performances and to obtain a knowledge of whether or not you are available for such engagements.

Informing you of Important News relating to Exmouth Town Concert Band and any other reasons we may need to contact you.

We may share this information with Organisations that need your data because we are required to provide it by law, eg) HMRC

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting The Secretary, Exmouth Town Concert Band

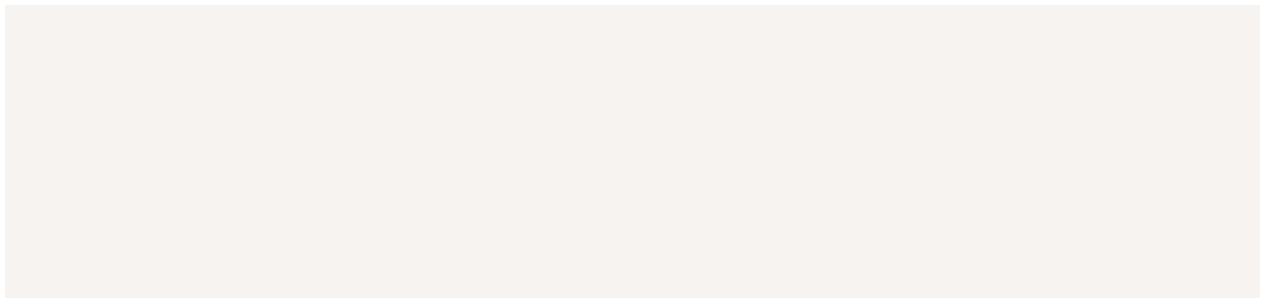
(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

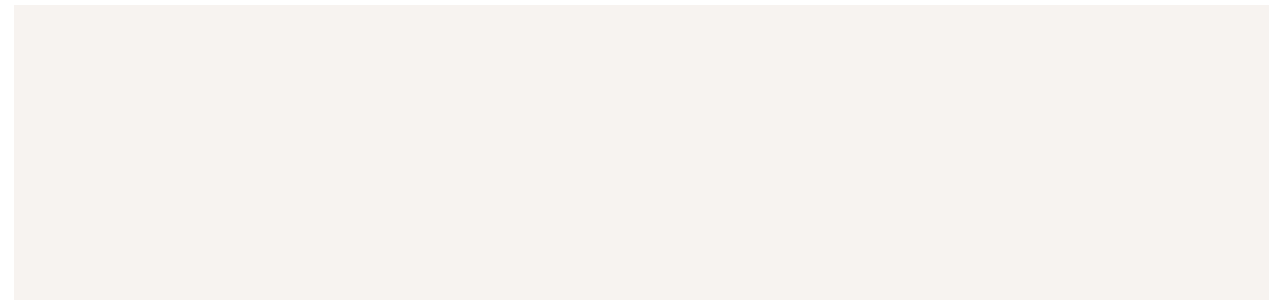
(f) We have a legitimate interest.



How we store your personal information

Your information is securely stored on Google Drive.

We keep your Registration details for such time as you are a Member of the Band and will then delete your Membership Registration form **Six Months** after the expiry of your membership.



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

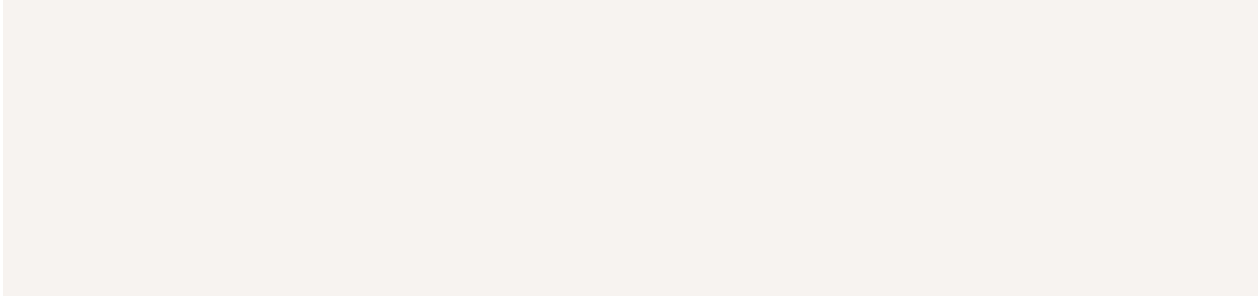
Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at exmouthtownconcertband@gmail.com if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at exmouthtownconcertband@gmail.com

The matter will be referred to the most appropriate committee officer as the committee sees fit.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

