



Chalfont Wind Band - Data Protection Policy

1. Introduction

This policy explains how Chalfont Wind Band collects, stores, and uses personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are committed to respecting the privacy of our members and ensuring their data is handled securely and lawfully.

2. Who We Are

Chalfont Wind Band is a voluntary community wind band based in Buckinghamshire. We are not a business or a registered charity, but we take our responsibilities under data protection law seriously.

3. What Data We Collect

We may collect and store the following personal data:

- Full name
- Date of birth (for those under 18)
- Email address
- Phone number
- Emergency contact details
- Any information disclosed to us about health issues or vulnerabilities

We do not collect sensitive personal data (e.g. ethnicity or financial information).

4. Why We Collect This Data

We collect this data to:

- Communicate with members about rehearsals, performances, and events
- Maintain a safe environment by having emergency contact details
- Manage membership and attendance

Our lawful basis for processing this data is legitimate interest - it is necessary for the smooth running of the band and expected by members.

5. How We Store and Protect Data

- Data is stored securely on password-protected devices or cloud services.
- Paper records (if any) are kept in locked storage.
- Access is limited to committee members who need it for band operations.
- We do not share data with third parties unless required by law or with explicit consent.

6. How Long We Keep Data

We retain personal data only as long as someone is an active member or wishes to be kept abreast of what's going on with the band. Once a member leaves or wishes to stop contact, their data will be deleted within 3 months unless we are required to keep it longer for legal reasons.

7. Your Rights

Members have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of their data
- Object to how their data is used

To exercise these rights, members can contact chair@chalfontwindband.co.uk

8. Data Breaches

If a data breach occurs (e.g. lost device or unauthorised access), we will assess the risk and report it to the Information Commissioners Office if necessary within 72 hours via [Report a breach | ICO](#). Affected individuals will be informed promptly.

9. Review and Updates

This policy will be reviewed annually or when there are changes in legislation.