

# Galashiels Town Band

## Privacy Policy

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At Galashiels Town Band we are committed to protecting your personal information and being transparent about what we do with it. We are committed to using your personal information in accordance with all applicable laws concerning the protection of personal information and not to do anything with your information you wouldn't reasonably expect.

This Privacy Policy explains:

- how Galashiels Town Band obtains your personal information
- what information we collect
- how we use that information
- who we share your information with
- your choices regarding your information that we hold

### Applicability

This Policy applies to three main groups.

<b>Adult Band Members</b>	All playing members of the band, aged 16 or over. Adult Band Members are required to sign a membership form before receiving any band instrument, uniform, tuition or music.
<b>Young Band Members and their Parent/Guardian</b>	All young persons aged under 16. Playing in any of our bands or receiving tuition through the Band. A Parent or Guardian must sign a membership form before receiving any band instrument, uniform, tuition or music.
<b>Supporters</b>	Other individuals who have previously supported the band through donation or other fundraising or who have previously expressed an interest in being informed of band events.

Unless otherwise stated, all sections and sub-sections of this Privacy Policy apply to all groups.

If you have any questions about this Privacy Policy, please contact our Secretary at Galashiels Town Band, 6a Roxburgh Street, Galashiels, TD1 1PF, or by email to [info@galatownband.org.uk](mailto:info@galatownband.org.uk)

### How do we obtain your personal information?

We only collect information when you give it to us directly. This may occur as result of you becoming a member, your child becoming a member, or as a result of you becoming a supporter of the band through our fundraising activities.

### What information do we collect?

#### Band Members (Adult – 16 & over)

For Band Members we collect the following information

- Name
- Address
- Contact Telephone Numbers
- Email Address

Additionally we will record the details of any band instruments in your care.

We also encourage Band Members to provide Emergency Contact names and numbers and any medical information that may assist in the event of a medical emergency. By providing any Emergency Contact information you confirm that you have permission to do so.

### Young Band Members (Under 16)

For young Band Members involved in our Youth Band, Junior Band or Beginners group we hold:

- Name
- Address
- Date of Birth
- School
- Name, Address, Contact Telephone Numbers and Email Addresses of parents/guardians

We also encourage Parents/Guardians of young Band Members to provide Emergency Contact names and numbers and any medical information that may assist in the event of a medical emergency. By providing Emergency Contact information you confirm that you have permission to do so.

### Supporters

For Supporters we hold

- Name
- Address
- Email Address, if provided

## How do we use your information?

### Adult Band Members, Young Band Members, Young Band Members Parents/Guardians

We will use the information to:

- Let you know about changes to rehearsal schedules and to keep you up to date with our diary of events.
- Contact guardians/family members, if the band member should become sick or injured whilst at a rehearsal or event.
- Provide medical professionals with relevant information if the band member should become sick or injured whilst at a rehearsal or event.
- Create statistics to support funding applications – this data will not be personally identifiable.
- Inform you of the state of band finances and of future fundraisers to support the band
- Inform you of the development of the Band and invite your participation in the organisation of the band and events.
- Inform you of third party events, including training events, that would further the development of the band
- Ensure compliance with the age regulations for youth band competitions
- Request PVG Scheme clearance in accordance with our Child Protection Policy

If we have your e-mail address, we normally contact you through email. Otherwise we will use postal communication, except for urgent communication via telephone.

When you leave the Band your information will be kept until 1 year after all equipment has been returned. Attendance registers, containing names only, may be kept indefinitely. Summarised data, which is not personally identifiable, will be kept as required to support funding applications and other statistical purposes.

## Supporters

With your permission, we use your personal information to send you information relating to

- Future concerts and events
- Progress of the Junior and Youth bands as well as our main band.
- Future Fundraisers to support the band.

Supporters may revoke this permission, either through Mailchimp or directly by contacting our Secretary at Galashiels Town Band, 6a Roxburgh Street, Galashiels, TD1 1PF or by email to [info@galatownband.org.uk](mailto:info@galatownband.org.uk)

## Gift Aid

We use your personal information to claim Gift Aid on any donations if you have agreed to us doing so. You may revoke this permission at any time. All information related to Gift Aid will be retained for up to 2 years to support audit purposes.

## 100 Club Membership

We will use your information to manage the 100 Club, including let you know that your membership is about to lapse and to let you know if you have won the monthly prize draw and to send you the cheque. We will retain all information related to 100 Club Membership for up to 2 years after membership lapses to support audit purposes.

## Who do we share your information with?

We will not share your information with any third parties, except as listed below:

- HMRC for the processing of Gift Aid;
- Mailchimp for the processing of email. Mailchimp's privacy policy can be found here <https://mailchimp.com/legal/privacy/>;
- Disclosure Scotland –for registration under the PVG scheme in accordance with our Child Protection Policy.

## Photographs and Social Media

We may publish photographs of events in local press or on social media. Please let us know if you would prefer to be excluded from such photographs. Note we cannot guarantee that members of the public will not take and publish photographs. The Band uses social media to publicise events and disseminate general information, but participation by Band Members and Supports is entirely voluntary and governed by the terms and conditions of the social media provider.

## Accessing and updating your personal information

You can request access to any information we hold about you by contacting our Secretary at Galashiels Town Band, 6a Roxburgh Street, Galashiels, TD1 1PF or by email to [info@galatownband.org.uk](mailto:info@galatownband.org.uk). Equally, please let us know of any changes to your personal information.

## Changes to this policy

We may change our privacy policy from time to time. Our policy will be published on our web site and update notification will also be distributed by email.

This Privacy Policy was initially created in May 2018.