



## St Albans City Band

### Data Protection and Privacy Policy

Date: March 2026

Review date: March 2027

#### 1. Introduction

St Albans City Band (“the Band”) processes personal data in order to deliver its charitable purpose, manage rehearsals and performances, communicate with members, and administer the activities of the family of bands. Personal data is collected and used by the Band’s Trustees, Officers, Musical Directors and other authorised volunteers, and is handled in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This policy describes:

- what personal data we collect
- how and why we use it
- where it is stored
- who has access to it
- how individuals’ rights are protected

Personal data held privately by individual members for their own personal use (e.g., storing a friend’s phone number) is not covered by this policy.

#### 2. What personal data is collected

The Band collects the following personal information from members, parents/carers of youth members, volunteers and supporters:

- name
- postal address
- phone number(s)
- email address
- date of birth (where relevant, e.g., youth members)
- emergency contact information
- attendance information (via Muzodo)

- any self-provided medical information relevant to participation (e.g., allergies, health conditions)

The Band does **not** routinely collect special category data (e.g., ethnicity, political opinions, religious beliefs, biometric data, sexual orientation), except where a member voluntarily provides health information for safety reasons.

The Band does not operate CCTV or other surveillance systems.

### 3. Use of personal data

Personal data is collected and processed for the following purposes:

- administration of band membership
- communication about rehearsals, performances, events and organisational matters
- scheduling and attendance management (via Muzodo)
- group communication within the family of bands (via WhatsApp)
- safeguarding and welfare
- fundraising and marketing (where consent has been given)
- contest registration and compliance with external bodies (e.g., Brass Band Players Ltd., regional contest organisers)

Personal data is used only in accordance with the permissions given by individuals. It will not be shared with third parties except where necessary for band administration, contest registration, safeguarding, or where legally required.

Personal data is retained only for as long as it is required for the purposes for which it was collected. Data that is no longer required, or which is out of date, will be deleted.

### 4. Where personal data is stored and who has access to it

Personal data is stored in the following systems:

- **Muzodo** – used for attendance tracking and scheduling
- **WhatsApp** – used for internal communication within the family of bands
- **Email accounts** of Trustees, Officers and Musical Directors
- **Secure cloud storage** used by the Band for administrative documents
- **Paper records** (e.g., membership forms) held securely by authorised officers (not currently operative but may be needed in future, for example if competing)

The following principles apply:

- Access to personal data is restricted to Trustees, Officers, Musical Directors and authorised volunteers who require it for their role.
- Personal data stored on personal computers or phones must be protected by passwords or biometric security.
- Files containing personal data must not be stored on unprotected portable devices (e.g., USB sticks) unless encrypted or password protected.
- When emailing groups of members, the Band will use appropriate mailing tools or the blind copy (bcc) function to protect privacy.
- WhatsApp groups will be used only for legitimate band communication. Members may leave groups at any time.
- Personal data stored on cloud services will be password protected and accessible only to authorised individuals.
- Paper records will be stored securely and treated as confidential.
- When a Trustee, Officer or volunteer leaves their role, they must delete any personal data they hold on behalf of the Band.

## **5. Permission to use personal data**

Before collecting personal data, the Band will obtain consent from each individual (or from parents/carers for youth members). Consent is typically obtained through the membership form or digital registration process.

Consent covers:

- storing personal data for membership administration
- contacting individuals about rehearsals, performances and band activities
- sharing data with contest registration bodies
- participation in WhatsApp groups
- use of photographs or video (where separately consented)

Individuals may withdraw consent at any time by contacting the Band Chair or Secretary. Withdrawal of consent may affect the individual's ability to participate in band activities if essential communication becomes impossible.

## 6. Rights of individuals

Under UK GDPR, individuals have the right to:

- **access** the personal data the Band holds about them
- **request correction** of inaccurate or incomplete data
- **request deletion** of their personal data (“right to be forgotten”)
- **withdraw consent** for processing
- **object** to certain types of processing
- **request data portability** where applicable

Requests will be coordinated by a designated Trustee or Officer, who will gather relevant data from all holders and respond within one month.

Where data is deleted, individuals will be informed once the process is complete.

## 7. Registration with the Information Commissioner’s Office (ICO)

St Albans City Band is a not-for-profit organisation that processes personal data only for the purposes of administering its activities and communicating with members. The Band will comply with ICO requirements and maintain registration where legally required.

## 8. Maintenance, audit and review

The Trustees will periodically review:

- what personal data is held
- where it is stored
- who has access to it
- whether it is still required

This may include:

- asking members to review their Muzodo details
- reviewing WhatsApp group membership
- deleting data relating to former members
- updating cloud storage permissions

It is the responsibility of each Trustee, Officer and volunteer to maintain accurate data and delete data that is no longer required.



This policy will be reviewed annually.

## **9. Useful contact details**

### **Band Chair of Trustees:**

Chris Hughes – [chris@stalbandsband.co.uk](mailto:chris@stalbandsband.co.uk)

### **Band Safeguarding Officer:**

Jenny Hill – [safeguarding@stalbandsband.co.uk](mailto:safeguarding@stalbandsband.co.uk)

### **Information Commissioner's Office:**

[www.ico.org.uk](http://www.ico.org.uk)