

Data Protection Notice for Brigstowe Village Band

Brigstowe Village Band (BVB) collects personal data for the purpose of its *legitimate interests* as a membership organisation.

The data we routinely collect includes members' names, telephone numbers (home and mobile) and email addresses as well as membership data for the current and the immediately preceding membership year. We also store equivalent data of non-members who have attended BVB events.

We use the data for the administration of band membership, band accounts, band events and the communication of information about band events including cancellation.

Personal data will not be shared with any third party including other BVB members.

The data is supplied to us by individuals completing and returning the BVB contact email or contact form.

The information is stored in digital form on computer and any paper forms are stored by the Membership Secretary who is responsible for ensuring that BVB discharges its obligation under the GDPR 2018.

The personal data can be accessed by members of the BVB Steering Group solely in order for them to carry out their legitimate tasks for BVB.

You can check the data BVB holds about you by contacting the Membership Secretary.

You can ask for any or all of your data to be removed at any time by emailing BVB.committee@gmail.com or by contacting the Membership Secretary by other means.

You may choose to not receive emails, texts or phone calls from BVB by requesting that contact information is removed from the band records and/ or changing your contact preferences.

Unless requested explicitly otherwise, an individual's personal data will be removed from the band contact list when a person has not attended a band event for two years. Data will be reviewed at the end of each membership year.

Photographs of band events may be taken and displayed in BVB literature and on the website. You can withhold or withdraw your *consent* from being included in any photograph at any time by emailing BVB.committee@gmail.com or contacting the Membership Secretary.