

MYBB Privacy Policy

1. What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point why we need to do so and what it will be used for. This guide provides an overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

MYBB is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

2. Who's responsible for data MYBB collects?

MYBB is a Data Controller under the GDPR. MYBB's Data Protection Lead is Mike Coldwell who can be contacted at admin@mybb.org.uk

3. What data do we collect and what do we use it for?

MYBB collects data from individuals to help us plan, organise and run the day-to-day operations of the organisation (e.g. co-ordinating rehearsals), organise and run one-off events (e.g. contests and tours) and record the band's activities (e.g. photography and video).

3.1 The data we collect will be included in this list :

- Name
- Email address
- Postal address
- Phone number
- Subscription payments
- Gift Aid declarations
- Name of player
- Emergency contact details for player
- Photos/video footage of player
- Medical information for player
- Details of any learning, social and/or physical difficulties affecting player
- Age/date of birth of player
- Mobile phone number of player
- Email address of player
- Passport / Travel details of player

3.2 We collect data from individuals who fall into the following groups :

3.2.1 Members and players : for administering band activities

- Members of MYBB are people over 18 who have parental responsibility for a player (or players) in the band, and individuals over 18 who are approved by the trustees. We collect data about members and, through them, about players. When you join MYBB as a member, or during your membership with us, we may need to collect some of the data in the list in 3.1

above. We don't collect all of this data about all members and players, it is only collected if it is needed.

- We need some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and other one-off events. Most of our band communications to members are sent by email. This includes using a band scheduling system called Muzodo and newsletters through MailChimp.
- We need emergency contact details so that we can communicate with you in case of any emergency concerning the player.
- We need the date of birth of the player for whom you have parental responsibility because to compete in contests we need to know a player's age as there are age-restrictions on who can be involved. We anonymise this data as far as possible. It is also needed to confirm that the player is not under 7 or over 19, and therefore eligible to join the band.
- We ask for details of medical conditions which affect the player's learning and participation in band activities so that we can plan and prepare accordingly.
- We ask for details of any learning, social or physical difficulties a player may have which affect their learning and participation in band activities so that we can plan our arrangements accordingly.
- Contact numbers for players will be collected with the permission of the person with parental responsibility. This will be done as part of the data collected about a player for them to participate in general band activities and for one-off events, for example on band tours. Players will be contacted via their mobile by trustees if necessary. The data collected for the purpose of the one-off event will be destroyed once that event is over unless parental permission has been given to retain the data.

3.2.2 Volunteers and contractors: for administration and legal/regulatory purposes

- We may need to collect personal or sensitive data about certain volunteers and about contractors for MYBB. Where this is the case, we will explain what this is for at the point of collection. For example, we collect data about certain volunteers and contractors relating to a criminal record check (DBS) required as part of MYBB's Child Safeguarding Policy. Other data such as names, contact details and bank account details are held to make arrangements and administer payments.

3.2.3 Former charity members : for administration and legal/regulatory purposes

- There is a legal requirement as part of the legislation covering Charitable Incorporated Organisations such as MYBB to retain names and addresses of former charity members.

3.2.4 MYBB supporters : for the purposes of administering the Patrons' Scheme and the Business Sponsors' Scheme

- We collect names and contact details of members of the public and businesses who join the Patrons' Scheme and Business Sponsors scheme.

3.2.5 MYBB alumni : for administration

- Names and email addresses of individuals who have previously played for MYBB at any time since it was set up are retained to inform them of upcoming events which may be of interest to them. We will ask for players' consent before adding them to this list. Anything we send you as an alumnus will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Lead.

3.2.6 Gift Aid donors : for administration and legal/regulatory purposes

- Names, addresses and the amount paid in Gift Aid by donors are collected to comply with the legislation as required by HMRC.

4. Do we share your data with anyone else?

4.1 On-line Third party services

The band uses on-line third party data processors to process your data. These are the following :

- Google Drive : for sharing data between trustees and administrators
- Muzodo : a band scheduling system
- MailChimp : for sending out newsletters and other communications
- Dropbox : for sharing data between trustees
- Facebook : photos and videos
- Twitter : photos and videos
- YouTube : videos
- MYBB Website – photos, videos

We will always ensure that to the best of our knowledge the third party data processors we use are reputable, secure, and process your data in accordance with your rights under GDPR.

4.2 Contest and Event Organisers

We sometimes share the name and date of birth or age of the player with contest organisers. This is because when we compete there are generally age-restrictions on who can be involved. We anonymise this data as far as possible and aim to provide a player's age rather than their date of birth.

4.3 Local Authorities

The local authority for the area where a contest or event is taking place can demand that the children in the bands taking part have individual Child Performance Licences. In order to be exempt from this requirement, MYBB can obtain a Body of Persons Approval (BOPA) from the local authority concerned. This involves sharing personal data about the player with that local authority. MYBB will only share this data if assured that it is necessary, that the local authority is GDPR compliant and that the data will be destroyed immediately after the event.

4.4 Other MYBB members

If another member of MYBB asks for your contact details we will only ever share them if you consent to doing so.

5. How can you update your data?

You can contact us at any time at admin@mybb.org.uk to update or correct the data we hold on you.

6. How long we will hold your data?

MYBB's data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data or the player's data for a particular purpose we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

There is a statutory requirement to hold certain data for a specified amount of time.

- Gift Aid declarations records – 6 years after last payment made
- Details of payments made and received (e.g. in bank statements and accounting records) – 6 years
- Contracts and agreements with suppliers/customers – 6 years after expiry
- Former charity members – 10 years after the member has left

7. What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Data Protection Lead at admin@mybb.org.uk
We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

8. What will we do if anything changes?

If we make changes to our privacy statements or processes we will make the amended documents available through our website. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

9. Use of Cookies on our website

9.1 What are 'cookies'?

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer) on your computer or electronic device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

Permission to accept any cookies used on our website will be sought when you visit the website. Continued use of the website without clicking the accept button will be taken as implied acceptance of the use of cookies.

9.2 Anonymous analytics cookies

Every time someone visits our website, software provided by other organisations for example Google Analytics and Wordpress generate an 'anonymous analytics cookie'. These cookies can tell us whether or not you have visited the site before and what pages you visit. Your browser will tell us if you have these cookies and, if you don't, we generate new ones. This can allow us to track how many individual users we have, and how often they visit the site. They can be used to gather statistics, for example, the number of visits to a page, to help us identify if visitors would benefit from more information on a particular area.

Currently, MYBB does not use any data generated by anonymous analytics cookies, and will inform you should we start to do so.

9.3 How do I turn cookies off?

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website.

All modern browsers allow you to change your cookie settings. You can usually find these settings in the 'options' or 'preferences' menu of your browser. To understand these settings, the following links may be helpful, or you can use the 'Help' option in your browser for more details.

- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Firefox](#)
- [Cookie settings in Chrome](#)
- [Cookie settings in Safari](#)

This policy was adopted on: 23rd July 2020

Signed Chair

Name: Louise Renshaw

Next review date: July 2021