

STOCKPORT SCHOOLS' BRASS BAND ASSOCIATION

Data Protection Policy

1 Introduction

This policy is written with the view of promoting understanding and sets out the ways in which SSBB handles information about its members and their rights in respect of that information.

SSBB takes the privacy and security of all its members' data very seriously. This Data Protection Policy is to ensure that our members and prospective members are fully informed about the effect of legislation on the relationship between SSBB and the membership.

Data protection legislation has been updated in the form of the Data Protection Act 1998 (implemented 1st March 2000). It enhances the rights of individuals in respect of information held about them by business and other organisations.

SSBB has been registered with the Data Protection Commissioner's Office from January 1997 and renewed its registration in January 2000.

2 What information we hold

SSBB receives information about the playing members from the registration form that each player is asked to complete at the start of every new band year. This generally consists of full name, permanent address, telephone number, date of birth, school attended, instrument played, who owns the instrument, other band memberships, rehearsal nights of other bands, instrument tutors name and examination successes with the instrument.

3 For what purpose do we hold it

SSBB uses the information for a number of purposes that are described below:-

To administer and maintain the records of the bands.

To respond to any query that a member may raise with SSBB about an individuals membership.

To keep the membership informed by circular letters, post, telephone and e-mail about events concerning the bands.

To disclose information about the playing members to the regulatory authorities in response to formal requests. This will include the annual return to the Town Hall in addition to registration lists for competitions and band member lists for concert programs.

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4 Data security

SSBB undertakes that it will have in place a level of security appropriate to the nature of the data and the harm that may result from a breach of that security.

SSBB will not hold information about the membership that is excessive in relation to the purpose for which it is required and processed.

SSBB will keep any information about the membership accurate and where necessary up-to-date. To assist in this, it is requested that the members keep the Administrator informed of any detail change.

SSBB will not keep data processed for any purposes longer that is necessary. Records of retired members will be maintained for a time to enable subsequent queries to be resolved and there after in a reduced form for historical purposes.

SSBB will process your information in accordance with your rights under the Data Protection Act.

Access to detailed membership records will be limited to:-

Chairman SSBB
Vice-chairman SSBB
Administrator SSBB
Treasurer SSBB
Musical Director Senior Band
Musical Director Intermediate Band.
Musical Director Junior Band.

5 Your rights

SSBB members have certain rights under the Data Protection Act in relation to the information that we hold about them. These rights are set out below:-

A member may request, by writing to the address below, details of the information that SSBB hold about them and the purpose for which it is held. SSBB will provide the information in a permanent format as of the time the request was received. The request will be met within 14 days of receiving the request.

A member is entitled, by notice in writing, to require SSBB to cease (or not to begin) processing personal information on the grounds that it is causing, or is likely to cause substantial damage or distress to the member or to another individual or organisation and that damage or distress is, or would be unwarranted.

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A member is entitled, by notice in writing, to require SSBB to stop using information about the member for the purpose of direct marketing.

A member is entitled, by notice in writing, to require SSBB to ensure that no decision taken by SSBB or on behalf of SSBB and which significantly affects the member is based solely on the automated processing of the members' information.

6 SSBB

SSBB has no direct interest or involvement in any other organisation.

7 Contact details

SSBB Administrator
Mr T Partridge
23 Silverdale Road,
Gatley,
Cheadle,
Stockport.
SK8 4QS

Telephone:- 0161-718-8267

8 The Data Protection Commissioner

If any member wishes to know more about individual rights in respect of protection of personal data, they should contact :-

Data Protection Commissioners' Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone : 01625-545700

Homepage :- www.dataprotection.gov.uk

The Register:- www.dpr.gov.uk

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Revision Details.

Issue	Description	By	Date
0	First Issue	T Partridge	Jan 2007
1	Administrator Name Change	T Partridge	Sept 2008