

LYME REGIS TOWN BAND



DATA PROTECTION POLICY

The Data Protection Act 1998 is designed to protect individuals and any personal data which is held by an organisation on their behalf.

In order for Lyme Regis Town Band to operate as a collective group of people, it is essential that certain personal data is stored. These guidelines illustrate the procedures which we will undertake to ensure that all personal data is safely stored and protected and confirms how our band will fully comply with the new regulations in force from 25th May 2018

Guidelines:

- * Any personal data shall be obtained and processed lawfully
- * Only the personal data which is relevant to the band's operation will be obtained from band members and volunteers
- * Personal data shall be accurate and kept up to date
- * Personal data shall not be kept for longer than necessary
- * Personal data shall be processed in accordance with the rights of the data subject (Lyme Regis Town Band members and volunteers) under the Data Protection Act 1998
- * All personal data (manual and electronic) must be kept secure
- * No personal data will be shared
- * Annually all records will be reviewed and information relating to players who have left will be destroyed/deleted once all band equipment is returned.

Band Website: The band's website will be responsibly managed to promote the best interest of Lyme Regis Town Band.

Social Media: The Band's social media site will be responsibly managed to promote the activities of Lyme Regis Town Band.

All band members and volunteers reserve the right to withdraw permission for their personal data to be stored and photos used.

Lyme Regis Town Band will not publish any photos of members who refuse permission. This action came into effect from May 2018.

Lyme Regis Town Band will not be responsible for any photos uploaded to social media by a member of the public.

All band members and volunteers will be made aware of our Data Protection Policy

A copy of this Policy is available upon request

Policy adopted: 20th March 2025

Reviewed: 30th November 2025

Review date: November 2027

(Based on Advice and Guidance from Brass Bands England)

GKW/30.11.25