Website Privacy notice

We are Bromyard Wind Band. We're a voluntary group. In this privacy notice we will refer to ourselves as '**we**', '**us**' or '**our**'.

You can get hold of us in any of the following ways:

(a) by writing to us: Bromyard Wind Band, c/o The Falcon Hotel, Broad Street, Bromyard, HR7 4BT

(b) by e-mailing us at: webmaster@bromyardwindband.com

We take the privacy, including the security, of personal information we hold about you seriously. This privacy notice is designed to inform you about how we collect personal information about you and how we use that personal information. You should read this privacy notice carefully so that you know and can understand why and how we use the personal information we collect and hold about you.

We do not have a Data Protection Officer, but if you have any questions about this privacy notice or issues arising from it then you should contact our Webmaster, who is responsible for matters relating to data protection at our organisation, including any matters in this privacy notice. You can contact him using the details set out above.

We may issue other privacy notices from time to time, including when we collect personal information from you. This privacy notice is intended to supplement these and does not override them

We may update this privacy notice from time to time. This version was last updated on 3rd August 2023.

Key Definitions

The key terms that we use throughout this privacy notice are defined below, for ease:

Data Controller: under UK data protection law, this is the organisation or person responsible for deciding how personal information is collected and stored and how it is used.

Data Processor: a Data Controller may appoint another organisation or person to carry out certain tasks in relation to the personal information on behalf of, and on the written instructions of, the Data Controller. (This might be the hosting of a site containing personal data. For example, your name).

Personal Information: in this privacy notice we refer to your personal data as 'personal information'. 'Personal information' means any information from which a living individual can be identified. It does not apply to information which has been anonymised.

Special Information – certain very sensitive personal information requires extra protection under data protection law. Sensitive data includes information relating to health, racial and ethnic origin, political opinions, religious and similar beliefs, trade union membership, sex life and sexual orientation and also includes genetic information and biometric information.

1. Details of personal information which we collect and hold about you

1.1 Set out below is the detail of the one type of personal information which we collect, use and hold about you:

General Category	Types of Personal Data in that category	Retention Periods
Identity Information	We do not collect any information about you when you access our website	Not applicable
Contact Information	The only contact detail that we might have is your email address if you contact us via our website	Up to 3 years, or as long as you remain a band member, whichever is the longer

2. Details of how and why we use personal information

2.1 We are only able to use your personal information for certain legal reasons set out in data protection law. There are legal reasons under data protection law other than those listed below, but in most cases, we will use your personal information for the following legal reasons:

(a) **Legitimate Interests Reason**: this is where the use of your personal information is necessary for our legitimate interests, so long as that legitimate interest does not override your fundamental rights, freedoms or interests.

(b) **Consent Reason**: this is where you have given us your consent to use your personal information for a specific reason or specific reasons.

2.2 We have explained below the different purposes for which we use your personal information and, in each case, the legal reason(s) allowing us to use your personal information. Please also note the following:

(a) if we use the Legitimate Interests Reason as the legal reason for which we can use your personal information, we have also explained what that legitimate interest is; and

(b) for some of the purposes we may have listed more than one legal reason on which we can use your personal information, because the legal reason may be different in different circumstances. If you need confirmation of the specific legal reason that we are relying on to use your personal data for that purpose, please contact us using the contact details set out at the start of this privacy notice.

2.3

Purpose	Legal Reason(s) for using the personal information
To enrol you as a band member	Legitimate Interests
For record keeping	Legitimate Interests
For website players list	Consent reason

2.4 Under data protection laws we can only use your personal information for the purposes we have told you about, unless we consider that the new purpose is compatible with the purpose(s) which we told you about. If we want to use your personal information for a different purpose which we do not think is compatible with the purpose(s) which we told you about then we will contact you to explain this and what legal reason is in place to allow us to do this.

3. Details of how we collect personal information and special information

3.1 We only collect Identity Information and Contact Information directly from you when you [contact us by e-mail, telephone, in writing or otherwise. This includes the personal information which you provide to us if you become a member of the band

We do not receive Website, Device and Technical Information automatically from technologies; we do not have any cookies on our website.

3.2 Depending on the circumstances, the organisations or people who we share your personal information with will be acting as either Data Processors or Data Controllers. Where we share your personal information with a Data Processor we will ensure that we have in place contracts, which set out the responsibilities and obligations of us and them, including in respect of security of personal information.

3.3 We do not sell or trade any of the personal information which you have provided to us.

3.4 We will only hold your personal data for as long as you remain a member of the band

4. YOUR RIGHTS UNDER DATA PROTECTION LAW

4.1 Under data protection laws you have certain rights in relation to your personal information, as follows:

(a) **Right to request access:** (this is often called 'subject access'). This is the right to obtain from us a copy of the personal information which we hold about you. We must also provide you with certain other information in response to these requests to help you understand how your personal information is being used.

(b) **Right to correction:** this is the right to request that any incorrect personal data is corrected and that any incomplete personal data is completed.

(c) **Right to erasure:** (this is often called the "right to be forgotten"). This right only applies in certain circumstances. Where it does apply, you have the right to request us to erase all of your personal information.

(d) **Right to restrict processing:** this right only applies in certain circumstances. Where it does apply, you have the right to request us to restrict the processing of your personal information.

(e) **Right to data portability:** this right allows you to request us to transfer your personal information to someone else.

(f) **Right to object:** you have the right to object to us processing your personal information for direct marketing purposes. You also have the right to object to us processing personal information where our legal reason for doing so is the Legitimate Interests Reason (see section 4 above) and there is something about your particular situation which means that you want to object to us processing your personal information. In certain circumstances you have the right to object to processing where such processing consists of profiling (including profiling for direct marketing).

4.2 If you want to exercise any of the above rights in relation to your personal information, please contact us using the details set out at the beginning of this notice. If you do make a request then please note:

(a) we may need certain information from you so that we can verify your identity;

(b) we do not charge a fee for exercising your rights unless your request is unfounded or excessive; and

(c) if your request is unfounded or excessive then we may refuse to deal with your request.

5. Marketing

We do not pass your personal information on to any third parties for marketing purposes.

6. Complaints

If you are unhappy about the way that we have handled or used your personal information, you have the right to complain to the UK supervisory authority for data protection, which is the Information Commissioner's Office (**ICO**). Please do

contact us in the first instance if you wish to raise any queries or make a complaint in respect of our handling or use of your personal information, so that we have the opportunity to discuss this with you and to take steps to resolve the position. You can contact us using the details set out at the beginning of this privacy notice.

7. Third Party Websites

Our website contains links to third party websites. If you click and follow those links then these will take you to the third party website. Those third party websites may collect personal information from you and you will need to check their privacy notices to understand how your personal information is collected and used by them.