



**COPPULL AND STANDISH
BRASS BAND**

Established 1886 & 1873 (Merged 2005)

**DATA
PROTECTION
POLICY**

1. INTRODUCTION

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

The COPPULL AND STANDISH BAND (CaSB) will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and needs to be treated with care, to comply with the law.

2. SUMMARY OF PRINCIPLES

Data users must comply with the Data Protection principles of good practice which underpin the Act these state that personal data shall:

1. Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use.)
2. Be held only for specified purposes
3. Be adequate, relevant but not excessive
4. Be accurate and kept up to date.
5. Be held for no longer than necessary
6. Be accessible to data subjects.
7. Be subject to the appropriate security measures.
8. Not be transferred outside the EEA (European Economic Area with includes the EU member states: Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Sweden & the UK as well as Iceland, Liechtenstein, Norway and Switzerland)

The CaSB and all members who process, or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

3. NOTIFICATION AND REGISTRATION

Any member of CaSB must notify the Secretary of any filing system or computer database that contains (or will contain) personal data (e.g. name and address).

The Secretary will keep a record of any filing system or computer database that contains (or will contain) personal data (e.g. name and address).

The CaSB will keep some forms of information longer than others in line with Financial, Legal or Archival requirements.

The period of retention of personal data will be dictated by one or all the following being applicable to the person(s) associated with the data:-

1. Duration of holding a position of Office (including Trustees) of CaSB
2. Duration of Full Membership (including Life Membership) of CaSB
3. Duration of Associate Membership CaSB
4. Duration of custodianship of any material asset(s) of CaSB
5. Duration of any sponsorship or patron agreement with CaSB

4. RESPONSIBILITIES OF CaSB MEMBERS

It is the responsibility of all members of CaSB that all computer and manual systems within their control that contain personal data must be identified and the Secretary informed of their purpose.

It is **NOT** the responsibility of the Secretary to apply the provisions of the Data Protection Act. This is the responsibility of the individual collectors, keepers and users of personal data. Therefore members of CaSB are required to be aware of the provisions of the **Data Protection Act 1998**, such as keeping records up to date and accurate, and its impact on the work they undertake on behalf of CaSB.

5. DATA SECURITY

All members of CaSB are responsible for ensuring that:

Any personal data they hold, whether in electronic or paper format, is kept securely.

Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

6. ACCESS RIGHTS

Individuals have the right to access personal data that is being kept about them insofar as it falls within the scope of the 1998 Act.

Any person wishing to exercise this right should make their request in writing to the Secretary.

The CaSB aims to comply with request for access to personal information as quickly as possible, but the CaSB must comply with a subject access request within forty (40) days of receipt of the request.

The CaSB does not need to comply with a request where it has received an identical or similar request from the same individual unless an interval of ninety (90) days has elapsed between compliance with the original request and the current request.

7. POLICY AMENDMENTS AND REVISIONS

This Policy approved at the Annual General Meeting held on 25th April 2008, replaces any and every former policy.

This constitution was amended at:

- the Annual General Meeting held on 25th April 2008

Signed

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John Anthony Hodgetts – Chairman

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Teresa Ann Trumble - Secretary