MIDSOMER NORTON & RADSTOCK SILVER BAND

PRIVACY POLICY

Last Updated 8/05/2023

**1. Introduction**

Midsomer Norton & Radstock Silver Band (“the Band”) are committed to safeguarding the privacy of your personal data.  In this Policy we explain how we collect, store, manage, process, and protect your personal data.  The Policy sets out the types of information we might hold, how we will process your data and what measures we have in place to keep it safe.  We will always make the reasons for collecting your personal data and will not process your data in any way other than is agreed in line with this Policy without prior consent.  In this policy, “we”, “us” and “our” refer to the Band.

**2. Legal Basis**

The legal basis for processing your data is our legitimate interests, namely:-

2.1 For members of the Band to allow us to partake in the normal activities of a brass band; and

2.2 For General Public customers and/or supporters of the Band, to allow us to maintain contact and facilitate normal business arrangements.

**3. Collection of Personal Data**

3.1 Band Members. The Band may collect personal data from members in several different ways. Most of the data is provided by you, with your consent, when you agree to sign up as a member of the Band.  The data collected may include your name, title, addresses (physical and email), telephone numbers (home and/or mobile) and emergency contact details.  In addition, members of the Band will be asked to provide their date of birth and are recommended to provide basic medical information to include details of any pre-existing illness or condition (e.g., allergies or medication) that may impact that member whilst taking part in normal banding activities.

3.2 General Public customers and supporters. We may collect personal data when you browse our website, contact us with general enquiries or hire the band for concerts and events. The data collected may include your name, title, addresses (physical and email), telephone numbers (home and/or mobile).

Your personal data will not be shared or sold to third parties.

**4. How We Protect Personal Data**

The Band have processes in place to ensure the details you have provided are physically and electronically secure. If you have requested that the Band keep you informed of future promotions and events, we will continue to keep your details securely unless we receive written notification from you to remove them. Please let us know if the personal information that we hold about you needs to be corrected or updated.

**5. How We Use Personal Data**

The way in which we use your personal data will depend on your relationship with the Band:-

5.1 For Band Members we will use your personal data for:

Allocation/logging of Instruments and Uniforms to individuals

Contact lists for dissemination of relevant information

Online electronically secure team apps

Organising social events

5.2 For General Public enquiries, Customers and/or supporters we will use your personal data:

To maintain contact  throughout the period between booking  and performance day and/or completion of contractual arrangements including payment of fees due;

For online enquiries this allows us to respond to your enquiry and send you the information requested; and

To let you know about upcoming performances, to facilitate the sale of tickets for concerts/ upcoming performances and to send out any Band communication.

**6. Social Media**

We encourage the public to ‘like’ & ‘follow’ our Social Media sites (Facebook and Instagram) whereby we will keep you updated with details of our upcoming events and concerts.

You can manage what you receive from us through social media in your account privacy settings.

Band members can choose to join the ‘closed’ Whatsapp group and Teams App where we share our own communications relating to rehearsals and events.

**7. Public Images**

The Band likes to share images of our events on our Website and Facebook and Instagram, as well as sharing certain events with local publications. We believe that it is important for us to record moments in the Band’s history through photos and videos of events, such as rehearsals, concerts and social events. This helps us to meet our charitable objectives as we are able to promote concerts and publicise the Band to attract players and audience.  Whilst we will work to limit capture of identifiable images of the general public, where we do have these we may retain them for the promotional purposes stated.

**8. Website**

Our website address is: http://www.msnrsb.org.uk.

**8a. Website Comments**

When visitors leave comments on the website we collect the data shown in the comments form, and also the visitor’s IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service Privacy Policy is available here: https://automattic.com/privacy/. After approval of your comment, your profile picture is visible to the public in the context of your comment.

**8b. Media**

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

**8c. Cookies**

If you leave a comment on our website you may opt in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

**8d. Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

**8e. Who we share your data with**

If you request a password reset, your IP address will be included in the reset email.

**8f. How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

**8g. What rights you have over your data**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

**8h. Where your data is sent**

Visitor comments may be checked through an automated spam detection service.