



Duns Pipe Band

Scottish Charity No. SCO30190

Secretary:

Email – secretary@dunspipeband.org



Privacy Policy

This policy explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Duns Pipe Band, a Scottish Charity (Scottish Charity Number SCO30190 (“we” or “us” or “the band”)) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

Any questions relating to this notice and our privacy practices should be sent to:

The Secretary

Duns Pipe Band

by email to secretary@dunspipeband.org



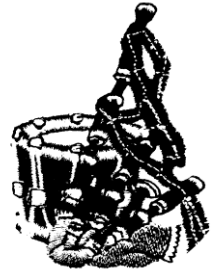


Duns Pipe Band

Scottish Charity No. SC030190

Secretary:

Email - secretary@dunspipeband.org



How we collect information from you and what information we collect

We collect information about you:

1. when you begin tuition with us;
2. when you apply to become a member;
3. from your use of our online services including the contact form on our website, our facebook page, if you text us or if you email us;
4. from your arrangements to make payment to us (such as bank details and any other income and expenditure related information);

We may collect any or all of the following information about you:

- name;
- address;
- telephone numbers (landline and mobile);
- e-mail address;
- Parent/Guardian details
- Date of Birth
- If you use our online services of any kind we may collect your IP address or details of the device type that you are using including but not limited to the make, model, type, operating system + version and MAC address.
- Images of you playing in the band
- All of the above that is relevant to members of your family specifically if you are under 16 years of age

We receive the following information from third parties:

- Payments made by you to us from our bankers
- If you use our online services provided by a third party (website hosting, facebook) we may be passed the details of your IP address or details of the device type that you are using including but not limited to the make, model, type, operating system + version and MAC address

Why we need this information about you and how it will be used

We need your information and will use your information:

- to undertake and perform our obligations and duties to you in relation to your membership of the band
- to enable us to supply you with the services and information which you have requested;
- to enable us to respond to any enquiries you make to us;
- to contact you in order to send you details of any changes to arrangements which may affect you;
- for all other purposes consistent with the proper performance of our organisation
- to contact you to discuss any aspect of you being a member including obtaining your views on our engagements and practices; and
- To ensure our online services are being used lawfully and not being exploited

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed only by us within the UK/EEA.

We may disclose your information to third parties for the purposes set out in this notice or for purposes approved by you, including the following:

- To manage your membership of Duns Pipe Band with the Royal Scottish Pipe Band Association;

- If the third party has requested services from us that you have agreed to deliver (i.e. if you agree to play at a wedding we will share your contact details with the customer unless you ask us not too);
- When we order you uniform made specifically for you we may share your name only with the supplier;
- If we are seeking advice, legal or otherwise, in connection with matters concerning or relating to you.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Transfers outside the UK and Europe

We may transfer your information outside the UK and/or EEA to:

- If electronic systems we use have storage facilities located outside the UK. We will never store your data outside of the EEA.

Where information is transferred outside the UK or EEA we ensure that there are adequate safeguards in place to protect your information in accordance with this notice, including the following:

- Ensuring that the organisation with which we are storing your data has adequate safeguards/ details of appropriate security provisions in place.
- That the organisation we are storing your data with, is within the EEA
- That you are informed of the transfer and you give your consent to the transfer.



Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

- The electronic systems and devices that are used to store and process your data are encrypted and secured against unauthorised access;
- Our Committee are aware of the importance of data and information security
- Only members that need access to your data get access.
- Our manual filing systems are stored securely and access to these is restricted based on the members role and their need for access.

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We will generally keep your information for the minimum periods detailed below:

Duns Pipe Band Learners, Members and Committee of members

| Data Processed | Retention period |
|---|--|
| Contact and membership details | 6 years after membership of the band ceases |
| Contact Details of Parents Guardians | 6 years after the subject turns 18 years of age (no processing will take place after the subjects 18 th birthday) |
| Date of Birth | 6 years after membership of the band ceases |
| Details of uniform requirements (sizes etc) | Retained until the uniform is delivered and confirmed to fit |

after which this will be destroyed if it is no longer required for the reasons it was obtained.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact:

The Secretary, by email to secretary@dunspipeband.org

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0131 244 9001

Email: Scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address, mobile phone number and other contact details.

