

Privacy Statement for existing members (where privacy statement hasn't previously been provided)

Be in control of your data – Regent Brass

We want to make sure that you know what data we collect from you as a member of the group, why we need it, and what we do (and don't do!) with it.

Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Emergency contact details• Subscription payments	<ul style="list-style-type: none">• Gift Aid declarations• Bank details• Medical information• Age /DOB• Gender• Criminal records check
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

What do we use it for?

Any of the information listed above might needed to manage your membership with Regent Brass and to organise and run our activities. The legal basis for processing this information is "Legitimate Interest". We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, Regent Brass will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer, Peter Yarde Martin.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- We will sometime use third party services (e.g. Google Drive) to store or process your data. We will always make that they are reputable and secure, and that your data is kept safe.
- If another member of Regent Brass asks for your contact details we will only ever share them if you consent.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer, Peter Yarde Martin (regentbrass@gmail.com).

Photos and video footage

What photos and video footage do we collect from members?

We collect photos and video footage from rehearsals and performances involving Regent Brass.

We check every two years that any photos or video footage we have is still needed and/or relevant, and we'll make sure we stop using and/or delete any photos or video footage that is no longer needed.

We will make sure you are aware when photos or video footage are being taken.

What do we use it for?

We use photos and video footage for use in our publicity material, e.g. Regent Brass website, social media pages, YouTube, concert posters and other printed publicity material.

We will not use photos and video footage in which individuals are identifiable without your consent.

If you give us your consent, we may use photos and video footage in which individuals are identifiable.

Do we share photos and video footage with anyone else?

- We upload photos and video footage to our website and social media pages.
- We use photos in our printed marketing material.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer (the Chair) who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer – the Chair, at regentbrass@gmail.com.

Privacy Statement for new members

Your member data – what we need and why

We need some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Emergency contact details• Photos/video footage• Subscription payments	<ul style="list-style-type: none">• Gift Aid declarations• Bank details• Medical information• Age/DOB• Gender• Criminal records check
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

What do we use it for?

Any of the information listed above might be needed to manage your membership with Regent Brass and to organise and run our activities. The legal basis for processing this information is "Legitimate Interest". We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, Regent Brass will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use. We will sometime use third party services (e.g. Google Drive) to store or process your data but we will always make that they are reputable and secure, and that your data is kept safe.
- If another member of Regent Brass asks for your contact details we will only ever share them if you consent.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer – Peter Yarde Martin, at regentbrass@gmail.com

New member confirmation

I am aware that Regent Brass will collect, hold and use some of my data for membership administration purposes.

Name:

Date:

Marketing and promotions (optional)

I would like to be added to the mailing list for Regent Brass's marketing (e.g. emails about our forthcoming events)

Photographs and video footage (optional)

I give my permission for photos and video footage of me to be used for promotional purposes (e.g. website, social media, printed marketing material)