

DATA PROTECTION POLICY STATEMENT

CONTEXT

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

Data protection concerns how we as an organisation ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

Responsibility for data protection lies with the Trustees, who are responsible for overseeing the Trust's activities and ensuring this policy is upheld.

All Trustees are responsible for observing this policy, and related procedures, in all areas of their work for the Trust.

OVERALL POLICY STATEMENT

1. Woking Young Musicians Trust keeps personal data about its Trustees, other volunteers, applicants, award winners, teachers, local people with an interest in promoting musical activity and guests invited to its Award Ceremonies.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - purposes for which individuals have given explicit consent
 - purposes that are in the Trust's interests so that it can carry out its function
5. We will provide individuals with details of the data we have about them when requested by the individual.
6. We will destroy or delete data if requested by the relevant individual.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes for collecting and holding specific data, and ensure it is only used for these purposes.
10. We will not share personal data with third parties without the consent of the relevant individual.

11. We will endeavour not to have data breaches. In the event of a data breach:

- we will attempt to rectify the breach by retrieving any lost or shared data.
- we will evaluate our processes and understand how to avoid it happening again.

Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow. (see p3 of this document)

Woking Young Musicians Trust
October 2020

This policy statement will be reviewed every two years.

This policy statement was last reviewed on (date): 26/10/20

Signature (Chair)



Date: 26/10/20

DATA PROTECTION PROCEDURES

Woking Young Musicians Trust has a data protection policy which is reviewed regularly. To help us uphold the policy, we have created the following procedures which describe the personal data we collect, store, use, amend, share, destroy and delete.

These procedures cover the main ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

1. GENERAL PROCEDURES

Data will be stored securely. When it is stored digitally, it will be kept in password-protected files. When it is stored online in a third-party website (e.g. Google Drive) we will ensure the third party complies with the GDPR. If stored on paper it will be filed securely.

When we no longer need data, or when someone has asked for their data to be destroyed or deleted, it will be destroyed or deleted securely. We will ensure that paper data is destroyed and data is permanently deleted from computers.

We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

2. MAILING LISTS

For the purposes of the Trust's activities we maintain mailing lists. These will include the names and contact details of people who wish to receive notification of the Trust's activities and people who may be interested in attending the Awards Ceremony.

When people are added to a list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time.

- We will only send them messages they have expressly consented to receive.
- We will not use the mailing list in any way to which individuals have not explicitly consented.
- We will provide information about how to be removed from the list with every mailing.

The mailing lists will include the following contacts:

2.1 School Music Teachers

This information comprises name, title in the context of the school administration, school address, telephone number and email address.

The information is gathered for the purpose of communicating with potential applicants and/or their teachers, parents or carers and is stored digitally.

2.2 Private Music Teachers

This information comprises name, telephone number and email address.

The information is gathered for the purpose of communicating with potential applicants and/or their teachers, parents or carers and is stored digitally.

2.3 People with an interest in supporting music activities in the locality

This information comprises name, title (if a representative of an organisation), address, telephone number and email address.

The information is gathered for the purposes of communicating with people who have an interest in the Trust and/or may be interested in attending the Awards Ceremony and is stored digitally.

3. APPLICATIONS FOR AWARDS

Individuals contact the Trust to apply for consideration for an award.

By completing an application form individuals (applicants, parents or carers) consent to the Trust holding their details during the period in which applications are considered, auditions are planned and awards are made.

We will not store information relating to applications that are not auditioned for any longer than necessary over the duration of that year's auditions and awards.

We will not store information relating to applicants who are unsuccessful at audition for more than five years.

Personal data relating to applications, auditions and awards will be stored securely by a Trustee, and not shared except when necessary for the purpose of organising auditions and awards.

3.1 Applicants

- The information stored comprises name, date of birth, address, telephone number(s), email address and, where relevant, place of study. The information is gathered for the purpose of communicating with applicants and/or their teachers, parents or carers. In the case of the date of birth and place of study, this is used to determine a performer's eligibility for audition. This information may be stored on paper or digitally.
- Personal data about award winners is archived digitally for the purpose of maintaining records of the Trust's history, following their future achievements and making contact over further involvement in the Trust's activities. Permission to hold award winners' personal details will be sought from the award winners themselves or from their parents or carers, who will be able at any time to request that the stored data be deleted.

3.2 Applicants' parents or carers

- The information stored comprises name, telephone number(s) and email address. The information is gathered for the purpose of communicating with participants and/or their parents or carers and may be stored on paper or digitally.

3.3 Referees

- The information stored comprises names and email addresses and is submitted by applicants on the understanding that they will have sought prior permission from their referees. It may be stored on paper or digitally.
- This data is used for requesting references for applicants and will be deleted or destroyed each year after the period of auditions and awards.

3.4 Accompanists

- The information stored digitally comprises names, telephone numbers and email addresses.
- This data is used when applicants ask for recommendations for an accompanist before auditions and before the Awards Ceremony. When contacting pianists on this list, we will provide a privacy notice which explains why we have their information and who it is who is asking for details to be passed on.
- Accompanists will be able at any time to request that the stored data be deleted.

4. TRUSTEES AND VOLUNTEERS

4.1 Trustees

Trustees need to be in contact with one another to run the Trust's activities effectively.

- Trustee contact details will be shared electronically amongst the Trustees.
- Trustees will not share each other's contact details with anyone outside of the Trust or use them for anything other than Woking Young Musicians Trust activity without explicit consent.
- This data comprises names, addresses, contact details and such other personal information as is necessary for the Trust to carry out its functions. The Trust's activities include running meetings, organising publicity, organising annual auditions and the Awards Ceremony.

4.2 Additional volunteers

From time to time additional volunteers become involved in supporting the activities of the Trust.

- We will maintain a list of contact details of recent additional volunteers. This will be stored digitally.
- People will be removed from the list if they have not volunteered for the Trust for two years.
- When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
- To allow additional volunteers to work together for the Trust, it is sometimes necessary to share contact details with other volunteers. We will only do this with explicit consent.
- This data comprises names, telephone numbers and email addresses.
- This data is used to communicate with additional helpers when extra support is needed at auditions or the Awards Ceremony.

5. SHARING OF PERSONAL INFORMATION

Award winners will be made aware that unless they expressly withdraw permission, personal information may be shared as follows:

1. On the Woking Young Musicians Trust website where award winners' names and photographs are posted each year.
2. On a programme for the Awards Ceremony where award winners' names and biographical details appear on the programme given to all members of the audience.
3. In local press where award winners' names may be given to local press for the purpose of promoting their achievement and for publicising the Trust.

With these exceptions, no personal information will be passed to anyone outside Woking Young Musicians Trust without the permission of the individual or their parent or carer.

6. STORAGE OF PERSONAL DATA

1. All personal data is processed by Trustees; however, for the purposes of website hosting and maintenance, information about award winners may occasionally be processed by a third party.
2. Personal data about applicants who are not made an award is kept for five years after our last active contact with an individual.
3. Personal data about award winners is archived for the purpose of maintaining records of the Trust's history, following their future achievements and making contact over further involvement in the Trust's activities. Permission to hold their personal details will be sought from award winners.
4. Digital data is kept on password-controlled media. Paper records are kept securely and destroyed at the end of their useful life.
5. Individuals have the right to ask for a copy of the information held on them but will be asked for confirmation of their identity before it is released.
6. Where someone has given the Woking Young Musicians Trust information about another person (e.g. a teacher submitting information about a pupil), this is on the understanding that this is with the consent of this person or their parent or carer.
7. Email addresses and postal addresses are occasionally used to distribute information of interest about Woking Young Musicians Trust. Trustees will comply with any request from individuals or organisations that their contact details should not be used for that purpose.

Woking Young Musicians Trust
October 2020

These data protection procedures will be reviewed every two years.

The data protection procedures were last reviewed on (date): 20/10/20

Signature (Chair)



Date: 26/10/20