



GDPR: Statement of Personal Data Held

In compliance with GDPR (General Data Protection Regulation) this document states what personal data are collected from band members and why. In this document Abingdon Concert Band are referred to as "the band".

What personal data are collected?

Your name, address, telephone number and email address. If you chose to provide it then an emergency contact name and phone number are collected.

Where are these data stored?

These are stored in the band's membership database. Your name and phone number are added to the Telephone Tree if you have ticked the box consenting to this. If you opted to complete a Gift Aid form a copy of this, containing your name and address, is also held on file.

Who has access to my data?

If you consent to have your phone number on the Telephone Tree this is shared with all band members. If you chose to complete a Gift Aid form the current band treasurer retains a copy of this. All other personal data can only be accessed by the current band secretary.

Why are these data held?

So you can be contacted about rehearsals, concerts and provided with relevant band-related information. The Gift Aid form is required to be held to support the band's claim for tax relief on subscriptions.

How long are my data held?

For as long as you are a current band member. If you leave the band your name, address, telephone number and email address will be transferred to the Previous Members list and retained for 2 years. Your telephone number is removed from the Telephone Tree when it is next issued (every September). Gift Aid forms are retained for 7 years in accordance with financial regulations.

Why do you keep data after I leave?

So you can be contacted if there are relevant events (e.g. significant anniversary reunion concerts), if there are outstanding issues (unpaid subscriptions, music not returned) or in case of audits (only applicable to Gift Aid forms).

Can I see what data you are holding?

Yes – you can submit a request to secretary@abingdonconcertband.org.uk and details of your personal data held can be sent to you.

Can I opt out?

Yes – you are free to withdraw your personal data at any time by submitting a request to secretary@abingdonconcertband.org.uk and you may continue as a member of the band. However, please be aware you will only be able to receive information about the band during rehearsals. If you do not consent to provide your contact details you are also kindly requested not to take music home between rehearsals. The band will also be unable to claim tax relief on your subscriptions.