



GDPR: Statement of Personal Data Held on Playing Day Applicants

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

What personal data are collected?

Your name, email address, instrument(s) played, membership of other bands and whether you have attended Abingdon Concert Band Playing Days previously.

How are these data collected?

Via the Playing Day Application Form you complete.

Where are these data stored?

These are stored in a contact database on the band's GoogleDrive.

Who has access to my data?

Access to the area of the band's GoogleDrive where this database is stored is restricted to the current band committee. Committee members access the GoogleDrive using their personal Google accounts. It may be necessary to grant temporary access to the Playing Day contact list to another band member who is not on the committee but is involved in organisation of the playing day.

Why are these data held?

So you can be contacted about the current Playing Day and so we can advertise future Playing Days.

How long will you hold my data?

For 2 years after your most recent contact with the band regarding Playing Days (i.e. an enquiry, application, or if you decline an invitation without opting out) unless you chose to opt out sooner. If you chose to opt out but you have applied for a forthcoming Playing Day we will hold your data until the conclusion of the event (i.e. the event has taken place, all music returned, all payments settled).

How do I opt out?

You can opt out of the Playing Day contact list at any time by either responding to the GDPR Notification email to be sent May 2018, responding to the next Playing Day notification email or by emailing secretary@abingdonconcertband.org.uk requesting to be removed from the contact list.

If you opt out of the contact list you can still find out about and apply for future Playing Days through the band's website, newsletter (if you have signed up for it) or general advertising. However, we will be unable to inform you of the event directly. If you opt out but you have applied for a forthcoming Playing Day we will still retain your data until the conclusion of the event (see above).

Can I see what data you are holding?

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