



## GDPR: Statement of Data Held on Vacancies Waiting List

In compliance with GDPR (General Data Protection Regulation) this document states what personal data are collected from people on the Abingdon Concert Band Vacancies Waiting List. 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.

### Where are these data stored?

These are stored in the band’s waiting list spreadsheet.

### Who has access to my data?

Only the current band secretary has access to the waiting list spreadsheet.

### Why are these data held?

So we can contact you if a vacancy arises in the band, or if a vacancy arises in another local group which we think may be of interest to you. We will only ever notify you of vacancies in other groups – we will not provide your details to them.

### How long are my data held?

For 2 years after you contacted the band, unless you opt to leave the waiting list before then.

### Can I see what data you are holding?

Yes – you can submit a request to [secretary@abingdonconcertband.org.uk](mailto:secretary@abingdonconcertband.org.uk) and details of your personal data held can be sent to you. You can also submit your request via the original contact form on the band’s website: <http://www.abingdonconcertband.org.uk/playing/join/>

### 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](mailto:secretary@abingdonconcertband.org.uk) You can also submit a request to withdraw using the original contact form on the band’s website: <http://www.abingdonconcertband.org.uk/playing/join/>