



# British Youth Band Association

## Data Protection Policy 2009

This Policy contains the following sections:-

## 1. Membership Summary Section

BYBA's membership is divided into two sections:-

- a) Individual
  - b) Organisations
- a) Individuals are sub-divided into
- (i) Silver and Bronze members who pay an annual subscription and
  - (ii) Fellows who are granted a "Fellowship" membership in recognition of their work within BYBA over a number of years.
- b) Organisations are sub-divided into
- (i) Bands and Corps who pay a Platinum subscription enabling them to compete at BYBA sanctioned / approved or organised contests and / or any other event / activity sanctioned / approved or organised by BYBA and
  - (ii) Contests that pay a Gold subscription enabling them to run a contest sanctioned by BYBA.

Details of Individual and Organisational members will be maintained and updated on an annual basis by the Membership Secretary.

No person within BYBA will be permitted to release any Individual members' data to any external person / body or organisation without obtaining that member's permission.

### 1) Details of persons appointed to be responsible for and in control of the information held

Persons responsible for maintaining and updating the information held:

As at 1<sup>st</sup> January 2009

<u>Association Secretary</u>	<u>Membership Secretary</u>
Elaine Thurtle 64 Moor Close Road Queensbury Bradford West Yorkshire BD13 2EA  Tel: 01274 881254	Sharron Patrick 127 North Lane Portslade East Sussex BN41 2HH  Tel: 07921 749733

## **BYBA's Promise**

**I, Elaine Thurtle, Association Secretary on behalf of the British Youth Band Association promise that we will:**

- 1.** Value the personal information entrusted to us and make sure we respect that trust;
- 2.** Go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
- 3.** Consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- 4.** Be open with individuals about how we use their information and who we give it to;
- 5.** Make it easy for individuals to access and correct their personal information;
- 6.** Keep personal information to the minimum necessary and delete it when we no longer need it;
- 7.** Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- 8.** Provide training to council members (or others appointed to have access to the information) who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
- 9.** Put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises;
- 10.** Regularly check that we are living up to our promises and report on how we are doing.

Signed

Elaine Thurtle

Date