

# **Northallerton Silver Band – Policy Document**

## **EU General Data Protection Regulations 2018**

### **1. Policy statement.**

It is the policy of Northallerton Silver Band (NSB) to fully comply with the provisions of the General Data Protection Regulations 2018 (GDPR) in respect of the way it handles, and protects, personal data.

### **2. Electronic Data.**

- a) It is confirmed that NSB holds no electronic records comprising of personal data, and it is fully compliant with this aspect of the GDPR.
- b) NB Individuals of NSB may hold personal details of other NSB members on their personal electronic devices which is an individual choice for social purposes where individuals can decide to opt out if they wish. These are not formal records held by NSB and fall outside the provisions of the GDPR.

### **3. Paper records.**

- a) NSB holds a paper record of all band members which comprises of personal data. In compliance with the GDPR these records are kept in a secure locked environment and can only be accessed by individuals authorised by the NSB Committee solely for purposes relating to the business of NSB.
- b) Records will be kept when a member leaves the NSB until such time as any money owed has been settled, and any loaned equipment has been returned.
- c) Once there is no necessity to keep an individual's personal data, the record will be destroyed.

### **4. Data Registrar.**

The designated Data Registrar for NSB shall be the Chair of the Committee who will be responsible for ensuring NSB complies fully with GDPR.

### **5. Review**

This policy is to be reviewed annually at the November Committee meeting.