



DATA PROTECTION & PRIVACY POLICY

Introduction

- The Ayrshire Fiddle Orchestra (AFO) is committed to protecting the rights of individuals to privacy with regard to the processing of personal data.
- It is necessary for AFO to process personal data in the normal and proper conduct of educational and business operations.
- Such processing will be conducted fairly and lawfully in accordance with the Data Protection Act 1998.
- If you have a query regarding the accuracy of your personal data then your query will be dealt with fairly and impartially.
- We are aware that you may have concerns over disclosing information about yourself to us. This privacy policy explains, amongst other things, what information we collect about you and the reasons for this.

Overview

Our primary aim in collecting personal information is to make membership administration and the administration of running the Ayrshire Fiddle Orchestra easier, efficient and reliable for players, parents and our voluntary administration team.

General use of personal data

- AFO holds data on prospective, current and former players and some parents, as well as third party groups such as booking information for musical performances and tours.
- This personal data is held in a variety of formats including electronic and manual.
- The processing of personal data is subject to the rules laid down under the Data Protection Act 1998.
- Your personal data will be used only for proper purposes that are considered by AFO to be for your benefit.
- For players this will include (but not be restricted to) monitoring of online and hard copy annual consent forms, application forms for trips and tours, medical, EHIC and passport details for tour purposes, concert arrangements, statistical reporting and the provision of general educational and business services
- The protection of your personal data will be governed by the provisions of the Data Protection Act 1998
- Access to your data will be restricted to those within AFO to whom it is necessary for proper purposes.
- AFO will **not** sell your personal data to third parties.
- Your personal data will only be transferred to third parties where this is for proper purposes related to educational and business matters of the orchestra, for example where this is required by professional bodies or where it is necessary for the delivery of services by third parties to you, eg travel agents or airline operators.

The Principles of Data Protection

There are eight Data Protection Principles set out under the Act. In summary they are that personal data should be:

1. Obtained and processed fairly and lawfully;
2. Held and used only for specified purposes;
3. Adequate, relevant and not excessive;
4. Accurate and kept up to date;
5. Kept only for as long as is necessary;
6. Processed according to the Act;
7. Held securely;
8. Held within the European Economic Area;

AFO will adhere to these principles and the guidelines set out by the Information Commissioner.

Consent

- AFO seeks to use your personal data only for the purposes of legitimate interests and, where practicable, always with your consent.
- For players, it is a condition of joining AFO that you, or your parents on your behalf, consent to AFO processing your personal data.
- Most communications from AFO will be sent by email to your nominated email address(es).
- You have the right to know what personal data AFO holds about you and for this to be correct.
- AFO has procedures for the management of personal data in place and enquiries may be made as set out below.

Third party & former AFO members information we collect

- AFO may hold personal data relating to your contact information, booking and travel arrangements for performances and, where applicable, financial details.
- Our website www.fiddleorchestra.com uses an online 'Contact Us' form to enable third parties to get in touch with AFO. This asks for your name, email address and comment. Any personal data we collect during this enquiry is designed to allow us to personalise your request and give you access to the right kind of information. If you request further information or contact us in this way we may keep a record of that correspondence and incorporate the information it contains into our database.

Player information we collect

- AFO may hold personal data relating to your contact information, date of birth, school, current music qualifications, medical and dietary information, parental contact details and some limited financial details.
- This data is generally collected through our Annual Consent Form. We ask for a fresh Consent Form to be completed each year to help ensure our information remains up to date.
- For tours, additional personal will be held including passport and EHIC details This data may be released to appropriate third parties such as travel agents, airline operators, travel insurance companies and host organisations.

Parent information we collect

- AFO may hold personal data relating to your contact information, some financial details and where applicable, PVG membership details.
- Any PVG membership details of parents held by AFO are held subject to AFO procedures on the secure handling of Disclosure Information, further details are available on request.

Sensitive personal data

- Sensitive personal data is defined under the Act to include such matters as personal beliefs and health.
- If AFO holds sensitive personal data about you then this will only be disclosed to a third party with your explicit consent, if required by law, or as otherwise authorised under the Act.
- Further details of AFO procedures regarding Disability Discrimination are available on request.

Accessing your personal data

- You have the right to see the personal data that AFO holds about you and for that data to be corrected if it is incorrect.
- Minor requests about your personal data may be dealt with informally in the course of normal administration, at the sole discretion of AFO.
- In the first instance, you should contact secretary@fiddleorchestra.com
- If you wish to make a formal request for access to your personal data then this should be made in writing to Ayrshire Fiddle Orchestra, 27 Bellevue Road, Prestwick, KA9 1NJ. There is a fee of £10 which must be paid in advance unless agreed otherwise with AFO.

Internet security

- AFO stores personal data only on secure servers or password protected PCs. Any data stored on portable media is encrypted. There is no direct link between the AFO database and the internet.
- Access is strictly limited to Trustees' use or other authorised volunteers.

Safe Storage

- AFO stores manual paper-based data securely in locked non-portable cabinets as already required by Disclosure Scotland.
- Access is strictly limited to Trustees' use or other authorised volunteers.

Retention

- AFO will not retain personal data longer than it is necessary.
- Unnecessary electronic data will be deleted.
- Unnecessary data held manually will be securely shredded.

Enquiries

Enquiries on Data Protection or Privacy policies may be addressed to Ayrshire Fiddle Orchestra, 27 Bellevue Road, Prestwick, Ayrshire, KA9 1NJ or by email to secretary@fiddleorchestra.com