



Privacy Policy

This privacy policy applies between you, the User of this Website and Kearsley Youth Brass Band, the owner and provider of this Website. Kearsley Youth Brass Band takes the privacy of your information very seriously. Under the General Data Protection Regulation (EU) 2016/679 we have a legal duty to protect information we collect from you. We have carried out a Legitimate Interests Assessment in accordance with the ICO Legitimate Interests guidelines which is contained in Appendix A.

This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

Please read this privacy policy carefully.

Definitions and Interpretation

1. In this privacy policy, the following definitions are used:

Data	collectively all information that you submit to Kearsley Youth Brass Band via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
Cookies	a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out in the clause below (Cookies);
Data Protection Laws	any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK;
GDPR	the General Data Protection Regulation (EU) 2016/679;
Kearsley Youth Brass Band, or us	Kearsley Youth Brass Band of Kearsley Mount Methodist Church, 107 Manchester Road, Kearsley, Bolton, BL4 8QL
UK and EU Cookie Law	the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronics Communications (EC Directive) (Amendment) Regulations 2011;
User or you	any third party that accesses the Website and is not either (i) employed by Kearsley Youth Brass Band and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Kearsley Youth Brass Band and accessing the Website in connection with the provision of such services; and
Website	the website that you are currently using, www.kearsleyyouthbrassband.com , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";

Kearsley Youth Brass Band

www.kearsleyyouthbrassband.com

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Charity Number 1141582



- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

Scope Of This Privacy Policy

3. This privacy policy applies only to the actions of Kearsley Youth Brass Band and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, Kearsley Youth Brass Band is the "data controller". This means that Kearsley Youth Brass Band determines the purposes for which, and the manner in which, your Data is processed.

Data Collected

5. We may collect the following Data, which includes personal Data, from you:
- a. name;
 - b. profession;
 - c. contact Information such as email addresses and telephone numbers;
 - d. IP address (automatically collected);
 - e. in each case, in accordance with this privacy policy.

How We Collect Data

6. We collect Data in the following ways:
- a. data is given to us by you; and
 - b. data is collected automatically.

Data That Is Given To Us By You

7. Kearsley Youth Brass Band will collect your Data in a number of ways, for example:
- a. when you contact us through the Website, by telephone, post, e-mail or through any other means;
 - b. when you enter a competition or promotion through a social media channel;
 - c. when you elect to receive marketing communications from us;
 - d. when you use our services;

in each case, in accordance with this privacy policy.

Data That Is Collected Automatically

8. To the extent that you access the Website, we will collect your Data automatically, for example:

- a. we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content.
- b. we will collect your Data automatically via cookies, in line with the cookie settings on your browser. For more information about cookies, and how we use them on the Website, see the section below, headed "Cookies".

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Charity Number 1141582



Our Use Of Data

9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a. internal record keeping;
- b. improvement of our products / services;
- c. transmission by email of marketing materials that may be of interest to you;

in each case, in accordance with this privacy policy.

10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. A legitimate Interest Assessment was undertaken on 1 August 2018. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).

11. For the delivery of direct marketing to you via e-mail, we'll need your consent, whether via an opt-in or soft-opt-in:

- a. soft opt-in consent is a specific type of consent which applies when you have previously engaged with us (for example, you contact us to ask us for more details about a particular product/service, and we are marketing similar products/services). Under "soft opt-in" consent, we will take your consent as given unless you opt-out.
- b. for other types of e-marketing, we are required to obtain your explicit consent; that is, you need to take positive and affirmative action when consenting by, for example, checking a tick box that we'll provide.
- c. if you are not satisfied about our approach to marketing, you have the right to withdraw consent at any time. To find out how to withdraw your consent, see the section headed "Your rights" below.

Who We Share Data With

12. We may share your Data with the following groups of people for the following reasons:
- a. third party service providers who provide services to us which require the processing of personal data - to help third party service providers in receipt of any shared data to perform functions on our behalf to help ensure the website runs smoothly.;
 - b. relevant authorities - to facilitate the detection of crime or the collection of taxes or duties;

in each case, in accordance with this privacy policy.

Keeping Data Secure

13. We will use technical and organisational measures to safeguard your Data, for example:
- a. access to your account is controlled by a password and a user name that is unique to you.
 - b. we store your Data on secure servers.

14. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: kearsleybb@gmail.com.

15. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

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Charity Number 1141582



Data Retention

16. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

17. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Your Rights

18. You have the following rights in relation to your Data:

a. Right to Access - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.

b. Right to correct - the right to have your Data rectified if it is inaccurate or incomplete.

c. Right to erase - the right to request that we delete or remove your Data from our systems.

d. Right to restrict our use of your Data - the right to "block" us from using your Data or limit the way in which we can use it.

e. Right to data portability - the right to request that we move, copy or transfer your Data.

f. Right to object - the right to object to our use of your Data including where we use it for our legitimate interests.

19. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: kearsleyybb@gmail.com

20. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

21. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

Links to other websites

22. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Cookies

23. This Website may place and access certain Cookies on your computer. Kearsley Youth Brass Band uses Cookies to improve your experience of using the Website. Kearsley Youth Brass Band has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.

24. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.

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25. Before the Website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling Kearsley Youth Brass Band to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.

26. This Website may place the following Cookies:

Type of Cookie	Purpose
Analytical/performance cookies	They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

27. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.

28. You can choose to delete Cookies at any time; however you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.

29. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

30. For more information generally on cookies, including how to disable them, please refer to aboutcookies.org. You will also find details on how to delete cookies from your computer.

General

31. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

32. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

33. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

34. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes To This Privacy Policy

35. Kearsley Youth Brass Band reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be

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immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations. You may contact Kearsley Youth Brass Band by email at: kearsleyybb@gmail.com

Attribution

36. This privacy policy was created by Kix Media Solutions on 01/08/2018 and was reviewed by Kearsley Youth Brass Band on 05/02/2023.

Appendix A Legitimate Interests Assessment

This Legitimate Interests Assessment (LIA) relates to *Kearsley Youth Brass Band, Kearsley Mount Methodist Church, 107 Manchester Road, Kearsley, Bolton, BL4 8QL* and has been conducted by *Rhiannon Harrison, Secretary* on *05 February 2023* in accordance with the ICO legitimate interests guidance and the Data Protection Impact Assessment (DPIA) screening checklist. It will be renewed on this date annually.

Assess whether there is a legitimate interest behind the processing.

<ul style="list-style-type: none"> • Why do you want to process the data? To give the public a first point of contact for concert bookings and joining the band.
<ul style="list-style-type: none"> • What benefit do you expect to get from the processing? Improved communication and ease of running the organisation.
<ul style="list-style-type: none"> • Do any third parties benefit from the processing? No
<ul style="list-style-type: none"> • Are there any wider public benefits to the processing? No
<ul style="list-style-type: none"> • How important are the benefits that you have identified? Pivotal to the smooth running of the organisation.
<ul style="list-style-type: none"> • What would the impact be if you couldn't go ahead with the processing? The organisation would cease to acquire concerts & new members, and slowly cease to exist.
<ul style="list-style-type: none"> • Are you complying with any specific data protection rules that apply to your processing (e.g. profiling requirements or e-privacy legislation)? N/A
<ul style="list-style-type: none"> • Are you complying with other relevant laws? Yes
<ul style="list-style-type: none"> • Are you complying with industry guidelines or codes of practice? Yes
<ul style="list-style-type: none"> • Are there any other ethical issues with the processing? No

Assess whether the processing is necessary for the purpose you have identified.

<ul style="list-style-type: none"> • Will this processing actually help you achieve your purpose? Yes
<ul style="list-style-type: none"> • Is the processing proportionate to that purpose? Yes
<ul style="list-style-type: none"> • Can you achieve the same purpose without the processing? No
<ul style="list-style-type: none"> • Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way? No

Consider the impact on individuals' interests and rights and freedoms and assess whether this overrides your legitimate interests.

Nature of the personal data



• Is it special category data or criminal offence data? No
• Is it data which people are likely to consider particularly 'private'? No
• Are you processing children's data or data relating to other vulnerable people? Yes, with parental consent
• Is the data about people in their personal or professional capacity? Both
Reasonable expectations
• Do you have an existing relationship with the individual? Yes
• What's the nature of the relationship and how have you used data in the past? Band members and/or prospective band members, used to obtain emergency contact details and inform about band events and rehearsals.
• Did you collect the data directly from the individual? What did you tell them at the time? Yes, or their representatives if under 18 (parents). We informed data will be securely stored and used for the purpose specified
• If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you? N/A
• How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations? No
• Is your intended purpose and method widely understood? Yes
• Are you intending to do anything new or innovative? No
• Do you have any evidence about expectations? No
• Are there any other factors in the particular circumstances that mean they would or would not expect the processing? No
Likely impact
• What are the possible impacts of the processing on people? None
• Will individuals lose any control over the use of their personal data? No
• What is the likelihood and severity of any potential impact? N/A
• Are some people likely to object to the processing or find it intrusive? No
• Would you be happy to explain the processing to individuals? Yes
• Can you adopt any safeguards to minimise the impact? No
Can you offer individuals an opt-out? No

Use your answers to Parts 1, 2 and 3 to decide whether or not you can apply the legitimate interests basis.

Can you rely on legitimate interests for this processing?	Yes
Do you have any comments to justify your answer? (optional)	
LIA completed by	Rhiannon Harrison
Date	5th February 2023