

# Data Protection Policy



## 1 Introduction

The Maghull Wind Orchestra Committee acknowledges the importance of good practice regarding personal information and endorses the principles of data protection.

All information about members, whether it is held manually or electronically, is subject to the Data Protection Act. This Act sets out the standards that must be satisfied when obtaining, recording, holding, using or disposing of personal data.

## 2 The Data Protection Act

The Data Protection Act requires Maghull Wind Orchestra to comply with the eight Data Protection Principles of good information handling practice contained in the Act. Broadly these state that personal data must be:

1. Obtained and processed fairly and lawfully.
2. Held only for lawful purposes and used only for the purposes and disclosed only to those people described in the register entry.
3. Adequate, relevant and not excessive in relation to the purpose for which they are held.
4. Accurate and where necessary, kept up to date.
5. Held no longer than is necessary for the registered purpose.
6. Accessible to the individual concerned who, where appropriate, has the right to have information about themselves corrected or erased.
7. Surrounded by proper security.
8. Personal data shall not be transferred outside the EU unless adequate levels of protection are provided by legislation within that country.

## 3 Policy

The Maghull Wind Orchestra needs to collect and use certain types of information about members to operate, including personal data as defined by the Data Protection Act. These include name, address, date of birth, e-mail address and medical conditions / allergies.

This personal information will be dealt with properly.

Maghull Wind Orchestra will only collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.

Maghull Wind Orchestra will ensure that the Band Committee understands that they are responsible for following good data protection practice.