

Data Protection policy

To all members, parents/guardians, volunteers and other supporters

You are doubtless aware that enhanced Data Protection regulations (GDPR) come into force on 25 May 2018 that require KYJO to document its policies on the collection, use and retention of data that can identify an individual and to give individuals information concerning our purposes for collecting and using their personal data and facilitate their rights to access such data and to request amendment or removal.

The full policy statement may be read and/or downloaded from www.kyjo.co.uk. What follows is a summary of the principal provisions of the policy and of the data currently held to support our activities, primarily in communicating with you about our activities and other matters relating to membership or other responsibilities associated with involvement with KYJO.

- We only collect data for which we have a legitimate purpose ie relevant and necessary for us to give you a meaningful experience.
 - This includes your full name, address and other contact details such as telephone number(s) and email address(es)
 - For Playing Members, we also ask for details of:
 - Date of birth
 - School/college attended, instrument played and musical standard attained
 - Contact details for your music teacher
 - Your doctor's name and contact details and details of any medical treatments or conditions (eg asthma or allergies) that may affect your experience with KYJO
- Collected data is held by one or other of KYJO's trustees in either paper form or stored digitally on password-protected computers.
- We only use your data to communicate with you
 - This includes advising you of KYJO's rehearsal, performance or social activities
 - For Playing Members, it includes sending invoices to you or your parent/guardian in connection with membership fees, purchase of uniforms, tickets to concerts, advised costs of participating in social or tour activities or other costs incidental to membership
- We will ask for your express prior consent before sending you any marketing or promotional material unrelated to or not involving KYJO
- We will not share your data or any other information about you or your involvement with KYJO without your express prior consent.
 - For Playing Members under the age of 18, the consent required is that of your parent/guardian, including for the taking of photographs and making of video/audio recordings for the sole purpose of illustration, promotion or advertising of KYJO.
 - In particular, we will not share your data with third-parties for their marketing purposes
- We shall remove your data from our file and systems when your involvement with KYJO ceases unless we have your express prior consent to retain data for specific purposes.

If you have any queries or concerns arising out of this statement or the full policy, please contact Ray Russell (our Treasurer and Data Protection Officer) either by telephone on 01732 742213 or by email to rhmrussell@aol.com