

Privacy Policy

The Romford Drum & Trumpet Corps takes the protection of privacy and personal data very seriously and all adults operating within the organisation must comply with data protection law which includes the EU General Data Protection Regulation “GDPR”. The Data Protection Policy provides key definitions, details of how it protects personal information and guidance to staff, members and volunteers about how to deal with personal information. The Romford Drum & Trumpet Corps is registered with the Information Commissioners Office (ICO) as a data controller. All adults within the organisation have a responsibility to comply with data protection law when handling or dealing with any personal data. However, ultimate responsibility for ensuring that adequate data protection systems are in place, lies with the relevant charity trustees.

Whilst the charity trustees are responsible for ensuring that adequate data protection systems are in place, each adult operating within the organisation whether as staff, members or volunteers are also responsible for ensuring that they handle all personal data in compliance with those procedures and the law and in compliance with the 6 key principles of the GDPR.

1. Personal data must be processed lawfully, fairly and in a transparent manner. Clear and accessible information must be provided to individuals about what personal data is collected, how it will be processed and how they can exercise rights over it e.g. the right to request a copy of their personal data by making a Subject Access Request (SAR) or to have incorrect data corrected or deleted. This information should be provided both at the initial point of contact in the form of a Privacy Statement or Notice and be made regularly accessible to the individual.
2. Personal data will only be collected and used for activities directly relating to a membership or association with Romford Drum & Trumpet Corps.
3. Data will be adequate, relevant and limited to what is necessary for the purposes it is collected and processed.
4. Every reasonable step must be taken to ensure that the data is kept as accurate and up-to-date as possible for the purposes for which it is being held.
5. Kept for no longer than necessary for the purposes it was collected and processed.
6. Kept secure using appropriate technical or organisational measures to prevent the data from being used in an unauthorised or unlawful way or against accidental loss, destruction or damage.

As data controllers, the relevant Charity Trustees are responsible for demonstrating compliance with the above principles.