



Wirral Symphonic Wind Band

General Data Protection Regulation

GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner

that is incompatible with those purposes;

- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

(Guidance from the Information Commissioners Office, 2018)

- Under GDPR we will not be collecting data if there isn't good reason to do so.
- We will regularly review (every year or every two years) the data we hold to decide if it is still relevant to our band.
- Electronically held data is in a password-protected, secure environment – access is limited to Chair, Secretary and M.D.