

Stone Youth Marching Band



Data Protection Policy

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The purpose and scope of this policy statement

Stone Youth Marching Band is committed to protecting personal data and complying with UK data protection law. This policy explains how we collect, use, store, and protect personal information relating to young people, parents/carers, and volunteers.

Legislation and Regulatory Framework

This policy is written in accordance with the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Guidance issued by the Information Commissioner's Office (ICO), the UK's independent authority set up to uphold information rights.

We aim to follow the data protection principles set out in this legislation and to demonstrate accountability at all times.

Data Protection Principles

In line with UK GDPR, we ensure that personal data is:

1. Processed lawfully, fairly, and transparently
2. Collected for specified, explicit, and legitimate purposes
3. Adequate, relevant, and limited to what is necessary
4. Accurate and kept up to date
5. Kept only as long as necessary
6. Processed securely to prevent unauthorised access, loss, or damage

What Personal Data We Collect

We may collect and process the following information where necessary:

Young People

- Name and date of birth
- Emergency contact details
- Medical or additional support needs (where relevant and with consent)

Parents/Carers

- Names and contact details
- Consent forms and permissions

Volunteers

- Names and contact details
- DBS check status (we do not store copies of certificates)
- Training and role-related records

Other Records

1. Attendance registers
2. Incident or safeguarding records (handled with heightened confidentiality)

Lawful Basis for Processing

We process personal data using one or more lawful bases under UK GDPR, including:

- Consent (e.g. parental consent for participation)
- Legal obligation (e.g. safeguarding requirements)
- Vital interests (e.g. medical emergencies)
- Legitimate interests (e.g. day-to-day youth club administration)

How We Use Personal Data

Personal data is used only to:

- Safely run band activities
- Communicate with parents/carers
- Protect the welfare of young people
- Manage volunteers
- Meet legal and safeguarding obligations

We do not use personal data for commercial marketing and do not sell or trade personal data.

Data Storage and Security

We take appropriate technical and organisational measures to protect personal data, including:

- Secure storage of paper records in locked cabinets
- Password protection for digital systems
- Limited access to authorised staff and volunteers only
- Avoiding the use of personal email or messaging apps for sensitive data

Data Sharing

We only share personal data when lawful and necessary, such as:

- With emergency services.
- With safeguarding partners or local authorities.
- Where required by law or statutory guidance.

All data sharing follows ICO guidance and safeguarding best practice.

Data Retention

We keep personal data only for as long as necessary:

- Participant records: while the young person attends the club.
- Safeguarding records: retained in line with safeguarding guidance.
- Volunteer records: retained for an appropriate period after involvement ends.

Data is securely destroyed when no longer required.

Individual Rights

Under UK GDPR, individuals (or parents/carers acting on behalf of a child) have the right to:

- Request access to their personal data.
- Request correction of inaccurate data.
- Request deletion where applicable.
- Raise concerns or make complaints about data handling.

Requests should be made in writing to the contact below.

Data Protection Lead

Name Kerry Dawson

Role: Bandmaster

Contact: stoneyouthmarchingband@gmail.com

The Data Protection Lead is responsible for overseeing compliance with this policy and liaising with the ICO if required.

Complaints

If individuals are unhappy with how their data has been handled, they have the right to complain to:

Information Commissioner's Office (ICO)

Website: <https://www.ico.org.uk>

Helpline: 0303 123 1113

Please refer to our Complaints Policy for information about the complaints process.

Policy Review

This policy will be reviewed annually or sooner if there are changes to legislation, ICO guidance, or youth club practices.

Version History - Approval and Review

Version No	Approved by	Approval Date	Main Changes	Review Period
1	Trustees	10/10/2026	N/A	Annually