



Data Protection Policy

**Concord Youth Music
Sheffield**

Established 1984

Registered Charity Number 519001

Member of Drum Corps United Kingdom

Concord Youth Music Sheffield

DATA PROTECTION POLICY

1. Membership of Concord Youth Music and Concord AllStars is open to all young people.
2. Details of individual members and staff will be maintained and updated on a regular basis by the Corps Director and/or Membership Secretary.
3. No person within Concord will be permitted to release any individual's personal data to any external persons / organisations without obtaining that person's specific permission.
4. Data will be held on specified computers and hard copies – both of which will be securely controlled in terms of access to authorised persons only.

CONCORD PROMISE TO INDIVIDUALS MEMBERS

In relation to members / staff personal data, CONCORD promises that we will :

1. Value the personal information entrusted to us and make sure we respect that trust;
2. Go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
3. Consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
5. Be open with individuals about how we use their information and who we give it to;
5. Make it easy for individuals to access and correct their personal information;
6. Keep personal information to the minimum necessary and delete it when we no longer need it;
7. Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
8. Regularly check that we are living up to our promises.

Further details may be obtained from the CONCORD office :

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