**Privacy Notice**

Details of what information we collect from you, what we do with it

and who it might be shared with.

Why do we collect information?

We collect data so that we can carry out the work of \_\_\_\_\_\_\_\_\_\_\_\_\_.

* Administrate the group, meeting legal, regulatory and financial obligations.
* Develop the youth pipe band
* Organise and deliver teaching
* Organise events

What information do we collect?

* **Personal details**

These are usually details such as your name, address and occupation and your role as a teacher, musician, parent or other connection to membership, teaching or band development.

* **Financial details.**

These may be bank account and national insurance details so that we can pay staff, record donations, or arrange for payment of tuition or band activities.

* **Visual images in photographs and film**

We will always ask for your consent before using any photograph or film that identifies you individually.

Who might we share your information with?

We do not share data with, or sell data to other organisations for their marketing or profit-making purposes.

Where necessary or required we share information with:

* current, past and prospective employers
* financial organisations, to process payments and donations
* providers of goods and services
* education representatives
* professional advisors
* police forces and regulatory organisations such Disclosure Scotland
* local and central government
* other voluntary, educational and charitable organisations

Who collects information?

Our volunteers and tutors collect data.

How do we collect information?

* On-line and paper forms and surveys
* Online searches
* Telephone conversations
* Photography
* Film-making
* Face-to-face meetings
* Via online services such as MailChimp, our websites and social media.

How will information be used?

Data is used to carry out the work of the group:

* Organise events
* Promote the aims of the group
* Work with contractors and volunteers
* Administrate the group
* Fundraise

What will be the effect of this on you?

There should be no detrimental effect on any individual caused by our processing of information, and all data is processed with the purpose of benefitting individuals or supporting them in their association with the group and our aims.

In rare cases, we may process personal data in response to alleged fraud or other offences.

Is the intended use likely to cause individuals to object or complain?

No

How long do we keep your information?

We keep personal information for only as long as is required to fulfil our function as a community group or charity. We keep photographs and film for as long as we have specific consents of individuals to do so. Film and photograph consents usually span a period of five years.

How can I access the information you hold about me?

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we will provide you with all the information we hold about you within one month.

What can I do if I wish to complain?

In the first instance, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we will do all that we can to address your concerns.

If you feel that your complaint has not been adequately addressed, you should contact the Information Commissioner’s Office.