

# Data Protection Policy



The Shetland Accordion and Fiddle Club/Festival's aim is to promote live traditional Shetland and Scottish music and dance within Shetland.

## Definitions

- "Club" – refers to The Shetland Fiddle and Accordion Club and Festival
- "Festival" – refers to the Shetland Fiddle and Accordion Festival
- "Committee" - refers to the Committee of the Club and Festival
- "GDPR" – refers to General Data Protection Regulations
- "Member" – refers to an existing and/or previous member of the "club" and also prospective members which are required to provide personal information to become a member.
- "Patron" – refers to anyone, whether a club member or not, that purchases a ticket or Access pass for any event either at the Club or Festival
- "Third Parties" refers to artistes, musicians, volunteers, suppliers and others that are not members or patrons of the Club or Festival but whom have dealings with Club or Festival
- "Website" – refers to the Club/Festival Website at <http://www.shetlandaccordionandfiddle.com>

## 1. Introduction

- 1.1 For the Club to operate effectively it needs to obtain, store and use certain information about its committee members, club members, patrons and third parties.
- 1.2 This policy has been created to show how this data obtained, stored and used to comply with GDPR.
- 1.3 This policy is initially approved by the Committee and reviewed on a regular basis or as deemed necessary.

## 2. Roles & Responsibilities

- 2.1 The Chairperson is ultimately responsible for ensuring that this policy is adhered to.
- 2.2 The Club secretary assumes the role of Data Controller and Processor and is responsible for managing all email communications and controlling hard copies of personal data of committee members, patrons and third parties.
- 2.3 This policy applies to all Committee members that handle and use data as on behalf of the Club and Festival.
- 2.4 Data stored on third party online services such as 'Ticket Source' used for ticket purchasing are not bound by this policy but the Club is to ensure that any third party services that are used are reputable and employ their own GDPR policy.
- 2.5 Only the Committee Chairperson, Secretary and Treasurer are permitted to store and hold personal data either on Personal Computers or Devices or as hard copies.
- 2.6 Anyone who has access to personal data as part of the Club or Festival business has a responsibility to adhere to this policy

### **3. Data Held**

3.1 The following lists the data that is held relating to individuals:

- Name
- Postal Address
- Email Address
- Telephone Numbers
- Membership Payment records
- Accommodation Records

3.2 The personal data that is held is the minimum data required to communicate with Committee Members, Patrons, Club Members and Third Parties or as required for planning events. All data is used solely for the purposes of the Club or Festival.

### **4. Data Management**

4.1 Personal Data is stored in the following locations:

- Mailing List is on current email programme in use. This is held on a personal password protected computer or device. The email program and devices used are updated as required with any relevant security patches or updates.
- Membership Book - Personal details and payment records of all Club members are held within a hard copy folder which is controlled by the Club secretary.
- Master Musician and Accommodation Festival Spreadsheet. This is held on a password protected personal computer or device and is updated as and when required.
- Third Party Musician Information Sheets held as hard copies controlled by the Club Secretary

4.2 All personal data held is reviewed on an annual basis at the start of the current season and destroyed or deleted as required.

### **5. Data Collection**

5.1 Personal data for Club members is collected when they request a membership. This data is recorded in the membership book and added to the online mailing list.

5.2 All data pertaining to the purchase of tickets is collected at the point of purchase using the third party online ticket system 'Ticket Source'. Payment information is not shared with the Club however access to personal data can be achieved to allow for Club and Festival communications. This is a feature of the system.

5.3 Personal data from Third Parties such as musicians, will be collected as and when necessary for Club and Festival requirements and will only be used for Club or Festival purposes.

5.4 All data collected must have consent and only used for purposes within the confines of that consent.

5.5 All data collected will be used to provide information purely for the sole purposes of the Club. (eg mailshot to advertise upcoming event)

## **6. Data Used**

6.1 Personal Data will only be used for Club Purposes. The following lists how personal data is used:

- Mailshots to Club Members and Patrons that have previously purchased tickets, passes, memberships using the online ticketing system. These mailshots are solely for purposes of advertising club events or membership purchasing reminders.
- Personal Data of Guest Musicians and Accommodation Providers are collected and used to produce information sheets during Festival to specific individuals.
- Personal Data such as name and addresses of visiting musicians are used to book travel associated with Club or Festival business.
- Personal Data related to third party individuals or groups such as musicians performing at Club or the Festival used solely by Club or Festival for planning purposes.

## **7. Data Retention**

7.1 All personal Data is reviewed annually and if deemed necessary, will either be deleted or destroyed if no longer applicable to the Club or Festival.

7.2 Data to be reviewed:

- Digital Data on personal devices held by Committee members
- Data stored on Third Party systems eg, Ticket Source
- Hard Copy Data held by designated Committee members

7.3 Data review will be the responsibility of the Committee Secretary and formally stated that is completed during the next Committee meeting following the review.

## **8. Communications**

8.1 Privacy statement and Data Protection Policy will be available from Website home page.

8.2 Any individual wishing to exercise their rights regarding the use of their personal data will be advised to communicate with the Club Secretary which in turn will make all necessary arrangements for this to take place and resolve any issue that may occur.

8.3 If individual's personal data is to be stored, then they are to be informed by the email address supplied which will state the following information:

- They consent to data being stored and use for Club or Festival business only.
- They have a right to access stored information and request it to be removed at any time.

A link to the Shetland Accordion and Fiddle Club privacy statement will also be contained within the email.

**Policy Agreed : 08 August 2022**

**Policy Reviewed : 23 July 2023**