Data Protection Policy

This policy will be reviewed biennially. Last Reviewed 23/10/25

For the purposes of this document, Wiltshire Young Musicians (WYM) includes WYMT Ltd and the Committee members acting on behalf the trustee.

Wiltshire Young Musicians (WYM) will comply with the terms of the 2018 Data Protection Act and any subsequent relevant legislation to ensure personal data is treated in a manner that is fair and lawful.

1 Data Gathering

- All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files are covered by the act.
- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made
- A privacy statement will be made available at the time of initial data gathering (see below)

2 Data Storage

WYM currently holds the following personal data:

For each parent member: name, address, phone number and email address

For each child: name, gender, preferred pronoun, date of birth, school, home address, ethnicity, special educational needs and medical information

- This information is stored on an electronic database which is password protected and kept only on WYM computers which can be accessed only by the WYM Administrator, Musical Director and Executive Director.
- We use an email address to send out an invoice at the start of each term (Sept, Jan & April).
- Once we have had notice that a member has left WYM we may hold this information for up to two years before being destroyed.
- Member details will be shared with individual group leaders for administration purposes. An up to date list of contacts will be issued at the start of each term (Sept, Jan & April) in the form of a register on a secure cloud register database (my attendance tracker). In any emails sent, all parent email addresses will be blind copied.

- All WYM staff are required to adhere to our data protection policy which can be found on our website.
- Occasionally WYM will contact members with special offers (e.g. ticket discounts or workshop/performance opportunities) from other organisations, but no personal data is shared with these organisations.

WYM does not share personal data with any other organisation. However, for reporting and funding purposes WYM occasionally shares anonymised statistics with government organisations.

3 Data Checking

- WYM administrators will issue an invoice at the beginning of each term to the parents/carers of young musicians where there will be an opportunity to check the information we have on file to ensure that it is correct and up-to-date
- Once a year all members will be required to re-join Wiltshire Young Musicians and to re-submit their personal information.

Any errors discovered will be rectified through this process

4 Data Disclosures

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given
- If WYM receive requests to disclose personal data by telephone, WYM Administrators and Managers will ensure the caller is entitled to receive the data and that they are who they say they are. This will mean calling back, preferably via a switchboard to minimise the possibility of fraud. Proof of identity may also be requested
- Requests for the personal details from one young musician's family to another will be politely refused
- Personal data will not be used in websites, newsletters or other media without consent from the data subject
- Personal data will only be supplied to the police if they are able to supply the necessary documentation which notifies of a specific, legitimate need to have it.
- A record will be kept by WYM admin of any personal data that is disclosed

5 Privacy Statement

The following statement will be placed on the WYM Registration form and also used when data is being gathered:

The data we collect is used for the running of WYM. Anonymised information may be shared with Wiltshire Council, GSW Music hub and other funding organisations for reporting and statistical purposes as required.

6 Roles and Responsibilities

- **WYMT Ltd (and committee members acting on behalf WYMT Ltd)** is responsible for ensuring that the WYM complies with the legislation and its related procedures and action plans are implemented
- **A member of the Committee** has a watching brief regarding of the implementation of this policy Lucy Whitfield

The Executive Director will be the Data Protection Officer and will be responsible for implementing the policy.

7 Information and resources

WYM ensures that the content of this policy is known to all ensemble and lesson tutors and volunteers, trustees, committee members and parents and their young musicians

This policy will be held on the WYM Website

8 Monitoring and review of the Policy

This policy will be monitored by WYMT Ltd (and committee members acting on behalf WYMT Ltd) and reviewed biennially at the AGM.