

Data Protection Policy

May 2014



The purpose of the Confidentiality Policy in **Blarney Brass and Reed Band** is to provide staff, volunteers and clients with the band's understanding of confidentiality, clear guidelines regarding handling of confidential information, to prescribe limits of behaviour and assign responsibilities.



Website: www.blarneybrassandreed.com

Facebook: www.facebook.com/blarneybrassandreedband | **Twitter:** www.twitter.com/BlarneyBRB

Revision History

Date of this revision: May 2014	Date of next review: May 2016
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Version Number/Revision Number	Revision Date	Summary of Changes
	20/05/2014	

This policy shall be reviewed and updated every two years or as required.

1.Responsibility for approval of policy	Blarney Brass and Reed Band Committee
2.Responsibility for implementation	Blarney Brass and Reed Band Committee
3. Responsibility for ensuring review	Blarney Brass and Reed Band Committee

Introduction and Purpose

This policy is a statement of **Blarney Brass and Reed Band (BBRB)** commitment to protect the rights and privacy of individuals and compliance with the Data Protection Acts.

The Data Protection Acts 1988 and 2003 (the “Data Protection Acts”) lay down strict rules about the way in which personal data is collected, accessed, used and disclosed. The Data Protection Acts permit individuals to access their personal data on request, and gives individuals the right to have their personal data amended if found to be incorrect.

Inquiries about this Data Protection Policy should be made to The Committee, **Blarney Brass and Reed Band**. info@blarneybrassandreed.com

Collecting information about you.

We collect and use information to provide the following services:

- to gather statistics on the age, gender and nationality of our members.
- to provide educational services and band operations
- to undertake Garda Vetting
- to undertake advertising, marketing, direct recruitment and public relations exercises.
- to provide personnel, payroll and administration services.
- to update databases within **Blarney Brass and Reed Band**.
- to enhance or improve your experience on our Services.
- to provide you with online services.

Data Protection Principles

We will carry out our responsibilities under the Data Protection Acts in accordance with the following eight Data Protection principles:

1. Obtain and process information fairly BBRB will obtain and process your personal data fairly and in accordance with statutory and other legal obligations.
2. Keep it only for one or more specified, explicit and lawful purposes BBRB will keep your personal data for purposes that are specific, lawful and clearly stated to you. Your personal data will only be processed in a manner compatible with these purposes and as outlined to you.
3. Use and disclose only in ways compatible with these purposes BBRB will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which **Blarney Brass and Reed Band** collects and keeps the data as outlined to you.

4. Keep it safe and secure BBRB will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of your personal data and against its accidental loss or destruction.
5. Keep it accurate, complete and up-to-date BBRB will adopt procedures that ensure high levels of data accuracy, completeness and that your data is up-to-date.
6. Ensure it is adequate, relevant and not excessive BBRB will only hold your personal data to the extent that it is adequate, relevant and not excessive.
7. Retain for no longer than is necessary BBRB have a retention policy for your personal data.
8. Give a copy of his/ her personal data to that individual, on request BBRB adopt procedures to ensure that data subjects can exercise their rights under the Data Protection legislation to access their data when permitted by law.

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with the committee of **Blarney Brass and Reed Band**. However our responsibility varies depending upon whether we are acting as either a Data Controller or a Data Processor.

All employees, volunteers and clients of **Blarney Brass and Reed Band** who separately collect, control or process the content and use of personal data are individually responsible for compliance with the Data Protection Acts.

Security of data

Blarney Brass and Reed Band takes seriously its security obligations in respect of your personal data under the Data Protection Acts to prevent unauthorised access to, or alteration or destruction of personal data in our possession.

Right of Access

Where you have provided us with your personal data you have a right to be given a copy of your personal data in accordance with section 4 of the Data Protection Acts subject to certain exceptions.

To request a copy of your personal data please read **Blarney Brass and Reed Band Access Request** section below before completing an Access Request Form and sending it to the band committee. Please note the following important requirements:

1. We reserve the right not to process an access request that is not made in our Access Request Form format;
2. We do not accept access requests via telephone, email or text message.

Right of rectification or erasure

If we hold incorrect information about you, which was originally submitted by you, you have the right to have the data amended. To request your right to rectification and/or erasure please send your request to us in writing at Band Secretary, **Blarney Brass and Reed Band**, Scoil Chroí Íosa, Blarney, Co. Cork together with:

1. Your name and address.
2. A description of the specific personal data you wish rectified.
3. If you request an erasure of your personal data all your data will be erased subject to the following important notice.

We are not required to rectify or erase your data where to do so would prevent you from meeting your obligations to us or where we are required to process (including retaining) your personal data for a lawful purpose in accordance with the Data Protection Acts.

Blarney Brass and Reed Band trusts that you appreciate we respect your right to privacy and that our honesty and integrity will mean that you will continue to trust us with your personal data, knowing that we will not use it for any inappropriate purpose

Procedures and Guidelines

This Data Protection Policy is supplemented (and may be amended) by specific policies and procedures adopted by the committee of **Blarney Brass and Reed Band**. Copies of policies are available from the band website www.blarneybrassandreed.com/policies or in writing to the committee.

Procedures in making an Access Request

Under the Data Protection Acts, you may receive a copy of your personal data held by **Blarney Brass and Reed Band** on request.

In order to respond to your request we require you to:

- Write requesting the Access Request Form from the Band Secretary, **Blarney Brass and Reed Band**, Scoil Chroí Íosa, Blarney, Co. Cork and we shall send you a copy by return post.
- Complete, sign and date the Access Request Form*.
- Be as specific as possible about the information you wish to access.
- Attach a photocopy proof of identity and a utility bill confirming address to the Access Request Form.
- Return the completed Access Request Form to Band Secretary, **Blarney Brass and Reed Band**, Scoil Chroí Íosa, Blarney, Co. Cork.

Please note the following important requirements;

- we reserve the right not to process an access request that is not made in our Access Request Form format;
- we do not accept access requests via telephone, email or text message.

Responding to your Access Request

Once we have received your fully completed Access Request Form, your proof of identity and address we shall respond to you within the statutory period of forty (40) days.

If you are not satisfied with the outcome of your access request you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website contains useful information on access requests and other data protection issues at www.dataprotection.ie