

Data Protection Policy

For the purposes of this document, Salisbury Area Young Musicians (SAYM) includes Friends of Salisbury Area Young Musicians (FSAYM) and FSAYM Ltd except where specifically stated

SAYM will comply with the terms of the 1998 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 contractors and volunteers, 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
- This information is gathered in order to enable it to provide education and other associated functions. In addition there may be a legal requirement to collect and use information to ensure that SAYM complies with its statutory obligations
- A privacy statement will be made available at the time of initial data gathering (see below)

2 Data Storage

- Personal data will be stored in a secure and safe manner.
- Electronic data will be protected by standard password and firewall systems
- Computers operated by SAYM will have encrypted hard drives
- SAYM computer screens will not be used so that they are visible to casual observers
- Manual data will be stored in a locked cabinet or in secure storage
- Particular attention will be paid to the need for the security of sensitive personal data

3 Data Checking

- The SAYM Administrator and Manager will issue a subscription reminder 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
- Any errors discovered will be rectified through this process

4 Data Disclosures

- Personal data will only be disclosed to organisation 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 SAYM receives requests by telephone to disclose personal data, the SAYM Administrator and Manager will ensure the caller is entitled to receive the data and 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 statutory authorities 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 SAYM of any personal data that is disclosed

5 Privacy Statement

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

The data we collect is used for the running of SAYM. It is held on SAYM computers and is only used for the purposes of running SAYM. Anonymised information may be shared with the Wiltshire Music Hub, Arts Council and other funding organisations for reporting and statistical purposes as required for funding etc

6 Roles and Responsibilities

- **FSAYM Ltd** (the Corporate Trustee) is responsible for ensuring that the SAYM complies with the legislation and its related procedures and action plans are implemented
- **A Director** has a watching brief regarding of the implementation of this policy
- **The SAYM Manager is the Data Protection Officer** and is responsible for implementing the policy

7 Information and resources

SAYM will ensure that the content of this policy is known to all contractors, volunteers, committee members, parents and the young musicians

This policy will be held on the SAYM Website

8 Monitoring and review of the Policy

This policy will be monitored by FSAYM Ltd and reviewed annually

This policy last reviewed on:

24 November 2016