

## **Border Marches Early Music Forum**

### **Data Protection Policy – revised 30 July 2023**

In order to operate, BMEMF needs to collect, store and use certain forms of information about its members and other individuals.

This policy explains how we do so in order to comply with the General Data Protection Regulation.

#### **General**

- BMEMF is the Data Controller and determines what data is collected and how it is used.
- Membership information is provided on the membership application form.
- Members may request a copy of the information we hold at any time. The Membership Secretary is the first point of contact for any queries. Requests to amend or delete information are carried out promptly.
- The membership information we hold is available to members of the BMEMF Council.
- Postal addresses are made available to third parties for single use when distributing printed matter on behalf of BMEMF.
- No membership information is made available to any other third party without the agreement of the member concerned.
- Contact information of new members and changes of contact information are printed in the Newsletter if those concerned agree.

#### **Storage of Membership Records**

- We record each member's name, postal address, telephone number(s), email address, and voice and/or instruments played.
- Electronic information is stored on password-protected files. The passwords may be held by all Council members.
- Paper records are held and stored safely by the Membership Secretary and, as necessary, by other members of the Council.

## **How Members' Contact Information is Used**

- Postal addresses. We use postal addresses to send to members copies of the Newsletter, forms for future workshops and flyers for other events.
- Email. We contact members by email about issues related to BMEMF, or events supported by or especially relevant to BMEMF.
- Telephone. We contact members by telephone with specific queries or for matters that arise at short notice, such as last-minute cancellation of a workshop.

## **Website and Members' Directory**

- We only put contact information about individuals on the website with their agreement.
- We have an online Members' Directory, intended for informal contacts between BMEMF members. Members opt in if they wish to have their contact details included. The Directory is password-protected, and only BMEMF members may have the password. The contents may not be passed on to other individuals or organisations and may not be used to send messages about other organisations.

## **Workshop applications**

- The consent of workshop participants to use of their information is sought on each workshop application form. We may contact workshop participants by email about subsequent BMEMF workshops, or events supported by or especially relevant to BMEMF.
- Paper workshop applications and cheques for workshop fees are received by the Treasurer. The applications are included in our regular review of data. (See Data Retention, below.)
- Online applications are collated by form-receiving software which is GDPR compliant. We delete them from the software after three to six months.

## **Photographs**

We ask at the beginning of each workshop if participants are happy to be included in photographs for the website etc.

## **Data Retention**

A regular review of all data is carried out every two years to establish if BMEMF still has good reason to retain the information held at the time of the review. If there is no reason to hold information, it will be safely destroyed.