THE CITY OF CARDIFF MELINGRIFFITH BRASS BAND | BAND PRES DINAS CAERDYDD MELINGRIFFITH

Registered Charity/Elusen Cofrestredig: 1083583

City of Cardiff (Melingriffith) Brass Band ("*the Organisation*") PRIVACY POLICY

1.0 Introduction

The Organisation is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

2.0 How We Process Personal Data

2.1. *The Organisation processes* personal data for various purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods may differ for each purpose.

2.2. *The Organisation's* policy is to collect only the personal data necessary for agreed purposes. *The Organisation* requests that individuals only share personal data where it is strictly required. *The Organisation* collects personal data from our clients or from third parties acting on the instructions of the relevant customer.

3.0 Lawful Basis for Processing

3.1. Under UK GDPR, t*he Organisation* must have a valid lawful basis for processing personal data. The lawful bases *the Organisation* relies on includes:

3.1.1. Contractual necessity

- To provide our services or fulfil contractual obligations.

3.1.2. Legal obligation

- To comply with legal, regulatory, and professional obligations. *The Organisation* is subject to legal, regulatory and professional obligations. *The Organisation* needs to keep certain records to demonstrate that its services are provided in compliance with those obligations, and those records may contain personal data.

3.1.3. Legitimate interests

- For administration, management, and improving our services.

3.1.4. Consent

- Where *the Organisation* sends direct marketing communications.

4.0 Marketing Communications

4.1. *The Organisation* will only send marketing communications if you have explicitly opted in.

4.2. You can opt out at any time by:

- Clicking the "unsubscribe" link in our emails.
- Contacting us at hello@melingriffith.co.uk

5.0 Data Retention Policy

5.1. *The Organisation* retains personal data only as long as necessary for its original purpose, in line with legal, regulatory, and professional requirements.

5.2. Unless otherwise specified:

- Personal data is retained for 7 years where required for compliance or contractual purposes.
- When data is no longer required, it will be securely deleted or anonymised.

6.0 Data Security

6.1. *The Organisation* takes the security of personal data seriously. *The Organisation* has policies, procedures, and training in place to safeguard data from unauthorised access, loss, or misuse. *The Organisation* regularly reviews and updates its security measures.

7.0 Sharing and International Transfers of Data

7.1. *The Organisation* will only share personal data when legally permitted. Categories of recipients may include:

- IT service providers
- Payment processors
- Legal advisors
- Regulators or law enforcement (where required)

7.2. Where data is transferred outside the UK, *the Organisation* ensures that adequate safeguards are in place, such as:

- UK adequacy regulations for specific countries.
- Standard Contractual Clauses (SCCs) where required.
- Other legally approved mechanisms for secure data transfers.

8.0 Your Rights Under UK GDPR

8.1. Under UK GDPR, you have rights regarding your personal data, including:

8.1.1. Access

- Request access to your personal data.

8.1.2. Rectification/update

- Correct inaccurate or incomplete data.

8.1.3. Erasure

- Request deletion of personal data where applicable.

8.1.4. Restriction

- Restrict processing under certain conditions.

8.1.5. Objection

- Object to data processing in specific circumstances.

8.1.6. Data portability

- Receive your data in a portable format.

8.1.7. Withdraw consent

- Withdraw consent where processing is based on consent.

8.2. To exercise your rights, please contact t*he Organisation* at hello@melingriffith.co.uk.

8.3. *The Organisation* aims to respond within one month (extendable by two months for complex requests), in line with our obligations under UK GDPR.

9.0 Complaints

9.1. If you have concerns about our use of your data, please contact *the Organisation* at hello@melingriffith.co.uk.

9.2. *The Organisation*'s complaints policy can be found here: https://melingriffith.co.uk/about-us/policies/

9.3. You also have the right to complain to the Information Commissioner's Office (ICO):

- Website: www.ico.org.uk
- Phone: 0303 123 1113

10.0 Contacting us about your data

10.1. For any data protection queries, please contact *the Organisation* at:

- Email: hello@melingriffith.co.uk
- Postal Address: *The Organisation* does not have a public correspondence address, but if you do not have an email address, please fill out our online contact form at https://melingriffith.co.uk/contact-us/, leaving your contact number, and *the Organisation* will get back to you with a postal address you can raise data queries to.

11.0 Document History

Version	Description	Date
Draft 1	Initial draft circulated for committee review	13/05/2018
Version 1	Agreed by committee and adopted	17/05/2018
Review 1	Draft circulated for committee review	01/03/2023
Version 2	Agreed by committee and adopted	27/03/2023
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Version 3	Agreed by committee and adopted	03/10/2025