



Chapter 2: Membership

It is necessary for Swineshead Silver Band to keep records of members details for a variety of purposes. When a member joins the band these data are collected through the completion of the Membership Form that forms part of this Bandbook (Document D2 Membership Form)

Section 1: Personal details

Personal details are needed so that we have a record of who is in the band, contact details and any commitments to other bands.

Section 2: Equipment provided

This section records instrument, uniform and equipment issued to each member so that assets can be tracked.

Section 3: Emergency contact details and medical information

As the Swineshead Silver Band is involved in performing at various engagements it is necessary to know who should be contacted in the case of emergency. The details of two people who we can contact in the case of an emergency are recorded for each member.

In addition it is necessary to have access to relevant Medical information This records details of any special circumstances or additional needs (disability/medical/allergies etc.) that might affect the member whilst taking part in activities.

It may be essential at some time for authorised persons, acting on behalf of Swineshead Silver Band, to have necessary authority to obtain urgent treatment in the case of an accident, illness or incident. The handling of such data will be in line with the DGDPR requirements covered in Chapter 9: Data protection.

Section 4: Photography

Many of Swineshead Silver Band's engagements are photographed with pictures published on various media channels. Consent is sought for the band to take and use photos of members for marketing and promotion purposes, including publishing on the band website/social media pages.

Section 5: Data Protection:

The membership Form also acts as the confirmation of the members consent to collect, store and use personal data for membership administration purposes, to retain medical information and to add members to distribution groups and mailing lists in accordance with the band's privacy policy.

Swineshead Silver Band values and respect members' privacy and provides the assurance that the information in this document is confidential and is subject to data protection legislation and the band's privacy policy.



Swineshead Silver Band

Bandbook



Section 6: Termination of membership:

Once a member of Swineshead Silver Band indicates their intention to leave the band all of this information will be destroyed securely as soon as possible three months after departure.

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