

RICHARD ELY TRUST FOR YOUNG MUSICIANS

Data Protection Policy

The Trustees of The Richard Ely Trust for Young Musicians (RETYM) need to gather and use certain information about individuals. These include young people applying to the Trust for grants, their parents, guardians or carers, volunteers working on behalf of the Trust, supporters and donors. RETYM is committed to a policy of protecting the rights and privacy of these individuals in accordance with the Data Protection Act 1998. This policy describes how personal data must be collected, handled and stored to meet the Charity's data protection standards and to comply with the law. The policy applies to all Trustees of RETYM and volunteers carrying out tasks in the name of RETYM.

Why this policy exists

This Data Protection Policy ensures that RETYM

- Complies with Data Protection law and follows good practice
- Protects the rights of Trustees, donors, supporters, applicants for grants and their parents, guardians or carers and volunteers working for the Trust.
- Is transparent about how it stores and processes individuals' data
- Protects itself from the risk of a data breach

Purpose of data held by RETYM

Data may be held for the following reasons

- Administration of the awarding of grants to young people
- Maintenance of accurate accounts and records
- Information and Data Base administration
- Volunteer administration
- Public relations
- Fundraising
- Realising the objectives of a charitable organisation

Data Protection Law

The Data Protection Act 1998 describes how we must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. The Data Protection Act is underpinned by the following important principles and RETYM is committed to protecting its data in accordance with these as follows.

Data must be:

Processed fairly and lawfully

- Data will be obtained in safe, lawful ways, whether from the individuals directly, or in the case of young applicants, from their parents, carers or guardians.

- We aim to ensure that individuals are aware that their data is being processed and that they understand how it is being used and how to exercise their rights under the law.
- Data on the applications will only be accessible to the Trustees of RETYM and the Secretary and Treasurer of the Charity for administrative purposes. Volunteers some of whom may be Area Representatives. They will have appropriate and limited access on the data base.
- will have partial access to the data i.e.name & age of young person in receipt of a grant from RETYM , contact details, and instrument being learned.
- For the purposes of Public Relations we will only contact those who have indicated a willingness to be contacted
- In certain circumstances the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances, Trustees will disclose requested data. However, the Data Protection Officer will ensure that the request is legitimate, seeking legal advice if necessary.

Obtained for specific, lawful purposes

We will not contact individuals for purposes other than those agreed by the subjects

Adequate, relevant and not excessive

We will monitor data held to ensure that we do not hold more data than is necessary in respect of the individuals about whom the data is held.

Accurate and kept up to date

We will regularly review and update data if it is found to be out of date. If no longer correct, the data will either be disposed of or clearly marked as unusable.

It is the responsibility of all Trustees and those volunteers who have access to data, to take reasonable steps to ensure it is kept as accurate and up to date as possible and that inaccuracies are amended as soon as they are discovered.

Not held for longer than is necessary

We discourage the retention of data for longer than is required.

Processed in accordance with the rights of data subjects

All individuals whose data we hold have the right to:

- Be informed (upon request) of all the information held about them within 40 days. If a subject access request is made, the Data Protection Officer of RETYM will always verify the identity of the person making the request before handing over any information.
- Be informed how the Trust is meeting its Data Protection obligations
- Prevent the processing of their data for the purpose of direct marketing
- Compensation if they can demonstrate that they have been caused damage by any contravention of the Data Protection Act
- The removal and correction of any inaccurate data about them

- Inform the Trustees of updates in their information at any point in person or by email or telephone

The Trustees of RETYM are responsible for ensuring the trust meets its legal obligations

General Guidelines

- Access to data or data manipulation will only be granted to relevant Trustees, and Officers as well as volunteers, some of whom may be Area Representatives. They will have appropriate and limited access on the data base.
- Data will not be shared informally.
- Data will not be shared externally or disclosed to unauthorised people within the Trust
- Data will be kept secure and held in as few places as is necessary.
- Data stored on the internet is on designated drives and servers and is password protected
- Data should only be uploaded for sharing to an approved secure cloud computing service
- Data should be backed up frequently
- Data should never be saved directly to smart phones, tablets, lap tops or independent memory facilities
- Data stored on paper will be kept in a secure location.
- Data printouts should be shredded and disposed of securely when no longer required
- Any information that is no longer required will be destroyed immediately after use

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 Please complete and sign the slip below and return it to Mrs Daphne Jones 27 Ashmeads Close,
 Colehill, Wimborne, Dorset BH21 2LG

I have read and agree to abide by the data protection policy of the
 Richard Ely Trust for Young Musicians

Signed: Date:.....