



Stockport Youth Orchestra

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 Web: <http://www.syo.org.uk>

Data Protection Policy

1 Background

The Stockport Youth Orchestra (SYO) handles personal information for a variety of purposes as follows:

Subject	Information Held	Purpose
Players	Name, contact details, status with the SYO, permission to use images, permission to give first aid, relevant medical information	Membership administration and communication, health and safety purposes
Parents of Players	Names, address, email address and phone number	Communication
Applicants	Name, contact details, instrument, standard and teacher	Administration of the application and communication
Instrumental Tutors	Name, contact details	Orchestral administration and communication
Local Instrumental Teachers	Name, contact details	Communication
Members	Name, contact details status with the SYO	Administration and communication
Trustees	Name, contact details, post held	Administration and communication
Subscribers to the electronic mailing list	Name, email address	Communication

This Policy lays down how the SYO deals with these types of information, and applies to all staff, Trustees (being a Trustee of the (SYO) as defined in the Constitution adopted by the SYO on 7th November 2008)(Trustees), Members (being a member of the SYO as defined in the Constitution



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adopted by the SYO on 7th November 2008 (Members) of the SYO, and children associated with the SYO.

2 Policy Principles

The SYO is committed to handling personal information in a responsible manner, and in accordance with the eight principles of the Data Protection Act 1998 (the Act), namely that personal information shall be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with individuals' rights
- Secure
- Not transferred to other countries without adequate protection

3 Guidelines

As a not-for-profit organisation, and in view of the nature of our processing of personal information, the SYO is exempt from notification under the Act. However, we must observe all other aspects of the Act. Personal information is generally not made available to anyone other than trustees and staff of the orchestra and to the data subjects, the exceptions being:

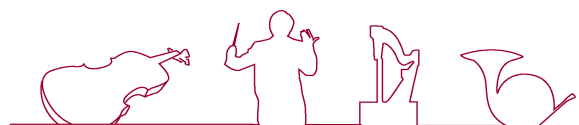
- The names, pictures and biographies of staff are publicly available on the web site, with their permission;
- The names of players appear in concert programmes unless request otherwise;
- The names and biographies of soloist appear in concert programmes, unless they request otherwise;
- Pictures of players may be used in publicity materials if they have given permission.

Data subjects are given the opportunity to inspect and, if necessary, correct the personal information held about them on request to any trustee or member of staff, and player information is confirmed every year at audition.

Web pages and paper forms are designed to draw people's attention to this Data Protection Policy.

The information is stored primarily on a computer system and safeguarded by individual usernames and passwords. The computer system itself is adequately secured. Data on people who no longer have contact with the orchestra SYO is retained for historical purposes for five years and then discarded. Information for the purposes of monitoring our Equal Opportunities Policy is anonymised at source, and is not therefore personal information.

4 Responsibilities



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All staff and Trustees are responsible for respecting the confidentiality of personal information, and for responding to requests from the data subject to inspect/correct their personal information.

The Trustees are responsible for regular review of this Data Protection Policy, for ensuring that suitable data protection notice appear on all forms that collect personal information, and for ensuring that all staff and Trustees are familiar with this Data Protection Policy.

The webmaster is responsible for ensuring that suitable data protection notices appear on all forms collecting personal data, for ensuring suitable levels of protection against unauthorised disclosure or corruption of personal information are in place on the computer system, and for ensuring that regular backup of the data take place.

The publicity sub-committee is responsible for ensuring that images of players are not used for publicity purposes unless they have explicitly given their permission for this to happen.

5 Training

The Trustees will ensure that all new staff and Trustees are familiar with this Data Protection Policy.

6 Approval, Review and Document Control

This Data Protection Policy will be reviewed on a regular basis by the Trustees. The review will be carried out in accordance with legislative developments and the need for good practice.

No changes to this Policy shall be made without the approval of the Trustees of at a duly convened general meeting.

Approved by the Trustees of the Stockport Youth Orchestra on 23rd January 2009.



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