

## **NEW LONDON MUSIC ASSOCIATION**

### **POLICIES – DATA PROTECTION AND RETENTION**

*This policy statement is accompanied by detailed procedures, which may be seen by applying to The Administrator.*

#### **Data Protection and Retention**

##### **Scope**

1. The Association needs to gather, store and use certain forms of information about individuals in order to operate; these individuals can include Staff, Members, Trustees, audiences and potential audiences, business contacts and other people with whom The Association has a relationship or whom it needs to contact regularly.
2. This policy applies to all those handling data on behalf of The Association, including Committee members, Staff, Members, contractors and third-party suppliers; and it relates to all data held by The Association on individuals including names, email and postal addresses, telephone numbers and other information of a personal nature such as, but not limited to, financial and health information.

##### **Policy statement**

1. The Association will:
  - comply with both the law and good practice
  - respect individuals' rights
  - do all that it can to avoid causing harm to individuals by holding good quality information securely and in the right hands
  - be open and honest with individuals whose data are held, taking into account their legitimate concerns as to how their data are used, and giving them as much choice as is possible and reasonable over what data are held and how they are used
  - provide training and support for staff who handle personal data, so that they can act confidently and consistently.
2. The Trustees recognise their overall responsibility for ensuring that The Association complies with its legal obligations.