

# BFG GDPR Fair Processing Notice

## How we use your personal information

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

## Who are we?

The Blackford Fiddle Group, BFG, is an unincorporated organisation and we take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. Any questions relating to this notice and our privacy practices should be sent to [enquiries@blackfordfiddlegroup.org.uk](mailto:enquiries@blackfordfiddlegroup.org.uk).

## How we collect information from you and what we collect

We collect information about you, when you apply to become a member and when you attend a BFG event. We collect/store the following information about you:

Name	Joining Date
Address	Next of Kin / Emergency Contacts *
Phone Number(s)	Dietary Requirements and Medical Details *
Email Address	PVG number if disclosed for the group
Directions to their house	Instrument loans from the BFG
Member children's details (names, date of birth)	Attendance at Events
Photos / Videos (including for use on the website)	

\* For special events, destroyed after the event

## Why we need this information about you and how it will be used

We need your information and will use your information:

- to undertake and perform our membership contract with you
- to analyse the information we collect so that we can administer, support, improve and develop our activities we offer;
- to contact you in order to send you details of any events, or any changes to our sessions and events
- to contact you for your views on BFG

## Sharing of Your Information

The information you provide to us will be treated by us as confidential.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## Security

When you give us information we take steps to make sure that your personal information is kept secure and safe, see our data protection policy on our website, <https://blackfordfiddlegroup.org.uk/>.

## How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, we will generally keep your information for two years after last BFG activity, after which this will be destroyed if it is no longer required for the reasons it was obtained.

## Your Right

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of your we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at [enquiries@blackfordfiddlegroup.org.uk](mailto:enquiries@blackfordfiddlegroup.org.uk). The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.