



PRIVACY NOTICE FOR OLDER NCCGB MEMBERS

WHAT IS A PRIVACY NOTICE?

A privacy notice is the way that we tell you about information given to us by you or your parents that includes your personal details.

WHY DO WE NEED THE INFORMATION?

To provide an appropriate level of support for you when you are with us for NCCGB courses, we need a variety of information, including:

- Your date of birth;
- Your address;
- Emergency contact details of family or friends;
- Details of food allergies or intolerances;
- Details of any illnesses or medical conditions that might impact on your wellbeing during the courses;
- Medication information.

WHAT DO WE DO WITH THE INFORMATION?

We use this information very carefully. We sometimes need to pass on information to third parties, for example:

- To the school where we are staying for our courses;
- To a doctor, dentist or hospital that you may have to visit during a course;
- To a government organisation that needs it, for example when we are applying for a licence for you to perform in a concert;
- To another organisation that needs it to be able to work with NCCGB in giving opportunities to members, for example an airline.

WE PROMISE THAT:

- We will only ask for information about you if this is of benefit to you as part of your NCCGB membership;
- We will not pass on information about you to anyone that doesn't need it;
- We will keep all information as safely as we possibly can.

You have the right to ask for a copy of the information we have about you. If you would like to see this, please contact us, and we will let you know how to proceed. When we have received your request, we will reply to you within 4 weeks.

This document will be reviewed annually by the NCCGB Board of Trustees and updated if necessary.

18.02.19.