



PRIVACY NOTICE FOR PARENTS AND GUARDIANS OF NCCGB MEMBERS

WHAT IS A PRIVACY NOTICE?

A privacy notice is the way in which we tell you about information given to us by you that includes your personal details or those of the choir member(s) for whom you are responsible.

WHY DO WE NEED THE INFORMATION?

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

- Date of birth;
- 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 their 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 the choir member may have to visit during a course;
- To a government organisation that needs it, for example when we are applying for a licence for a choir member to perform in a concert;
- To another organisation that needs it to be able to work with NCCGB in giving opportunities to choir members, for example an airline.

WE PROMISE THAT:

- We will only ask for information about you or your son or daughter if it is necessary for us to do so;
- We will not pass on information about you to third parties unless there is a practical or legal reason for us to do so;
- In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold on computer and paper.

Choir members and their parents have the right to ask for a copy of the information we have about them. 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.