



## PRIVACY NOTICE FOR NCCGB STAFF

### 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.

### WHY DO WE NEED THE INFORMATION?

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

- Date of birth;
- Address;
- Details of food allergies or intolerances;
- Details of any illnesses or medical conditions that might impact on your wellbeing during the courses;
- Details of your bank account if you wish to be paid electronically;
- Your National Insurance number.

### 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 government organisation that needs it, for example HMRC;
- 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 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.

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.