



PRIVACY NOTICE FOR YOUNGER NCCGB MEMBERS

WHAT IS A PRIVACY NOTICE?

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

WHY DO WE NEED THE INFORMATION?

To take care of you when you are with us for NCCGB courses, we need all kinds of information, about:

- Where you live and how to contact your parents or other family members;
- Any foods that might make you ill, so that we can make sure you don't have to eat them;
- Any illnesses you might have, so that the people looking after you can do this properly;
- Any medicines you have to take, so that they are ready for you when you need them;
- Your date of birth, so that we are sure you are in the right choir and activities for your age.

WHAT DO WE DO WITH THE INFORMATION?

We use the information we have about you very carefully. We sometimes need to pass on information to other people, 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 so that we can look after you or 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 you can find out the information. 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.