



KILMARNOCK CONCERT BRASS

Privacy Policy

This privacy policy sets out how we use and protect any information that you give us when you use this website.

Kilmarnock Concert Brass is committed to ensuring that your privacy is protected. Should we ask you to provide certain information from which you can be identified when you use this website or our Facebook Page, you can be assured that it will only be used in accordance with this privacy policy.

We may change or alter this policy occasionally by updating this page. You should check this page from time to time to ensure that you are happy with any changes. The date of the most recent update will be displayed at the end of the policy.

If you have any queries or comments regarding this Privacy Policy and our privacy practices, these should be sent by email to: Secretary (michaelburton1900@gmail.com) or Webmaster (davidjuly16@hotmail.com) or by using the 'Contact Us' form available on the website at www.kilmarnockconcertbrass.co.uk.

Who are we?

Kilmarnock Concert Brass is a self-funded brass band based in Kilmarnock. We are a Registered Charity (SC03812). Our registered charity and Data Controller address is: Kilmarnock Concert Brass, c/o 39 South Hamilton Street, Kilmarnock, KA1 2DT. We are a member of the Scottish Brass Band Association but do not receive any financial support from this organisation.

How do we collect information from you?

We obtain anonymised information about you when you use our website or visit our Facebook Page. We may also collect information from you should you book tickets to any of our events, such as concerts, or if you make a donation to the band. If you make a donation online or purchase a product from us, your card information is not held by us: it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions. We shall collect anonymous data about who accesses our website, and data about people sharing our posts or viewing our Facebook page.

Scottish Charity N° SC043812



What type of information is collected?

If we collect details from you regarding ticket bookings, we will collect the following information:

- Name
- Address, if necessary to deliver/post tickets
- Contact telephone number

Details of ticket purchases via a third-party payment processor such as PayPal will provide us with:

- Name and address of purchaser
- Number of tickets purchased
- Total amount paid
- Date of purchase

If you are donating a sum greater than £20 to the band we may ask you to complete a Gift Aid declaration contract to allow us to reclaim a percentage of the tax back on this donation. This would involve us keeping a record of your name, address, postcode and amount donated to allow application for repayment of tax on your donation and for our records.

We will only hold the information you provide for as long as is necessary for the relevant activity, or for any statutory timeframe as per any contract you hold with us.

How do we use your information?

We use the information we collect to:

- Process any orders for tickets or other products
- Process and record donations from you
- Process and submit applications for Gift Aid reimbursement of tax on donations to the Her Majesty's Revenue and Customs (HMRC)
- To carry out our obligations to you as a result of any contracts between you and us.

Anonymised data from our website and Facebook Page is used to identify the number of people engaging with our social media sites and what information is being accessed about the band. This allows us to improve our services and develop our audience base.



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Who has access to your information?

We will not sell or rent your details to third party companies.

We will not share your details with third party providers for marketing purposes.

Within the band, the Chairperson, Secretary, Webmaster and Treasurer will have access to the information you provide to us as it is collected, although for ticket reservations, any member of the band can collect your information and pass it to the above people for processing. The Secretary and Treasurer will be the only people who will collect and retain your information for as long as is necessary to complete the activity for which it was collected.

When you are using our secure online donation pages, your donation is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether you engage with our website and Facebook Page and receive information about us from these sources. We will not send direct marketing notices to you or contact you by telephone or email unless this is directly related to services we are providing to you, for example, to let you know that an event has been cancelled, or other relevant details such as changes of venue or times for concerts.

How you can access or update your information:

The accuracy of your information is important to us. If any of the information we hold is inaccurate or out of date, please email: Secretary (Michaelburton1900@gmail.com) or Webmaster (davidjuly16@hotmail.com) and we will amend your details. You may also contact the band by writing to: Kilmarnock Concert Brass Band, c/o 39 South Hamilton Street, Kilmarnock, East Ayrshire, KA1 2DT.

You have a right to ask for a copy of any information we hold about you and the contact details above can be used to do this.

What security measures are in place to ensure protection of any information we hold?

Non-sensitive details (name and address, for example) are either collected verbally or are transmitted normally over the Internet, and the Internet can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security by limiting the number of people who have access to it and by only storing it for as long as is necessary. If you email us with information or we receive it from a third-party payment processor, the files are password protected and the computers used to store it have up-to-date virus and malware software installed to ensure your information is held as securely as possible. Your information is destroyed or deleted once it is no longer required.

If you are 16 or under

Please obtain your parent/guardian's permission before you share your information with us to let us make sure that we protect your privacy if you are under 16.

Cookies

Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer consult your computer help function. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

Date of Privacy Policy: 21/5/18
