

# NCBF Online Privacy Policy



The National Concert Band Festival (NCBF), a company limited by guarantee – Reg. No. 05315734 website, [www.ncbf.info](http://www.ncbf.info) is owned and operated by NCBF of mailing address: 6 Colehurst Croft, Solihull, West Midlands, B90 4XQ – registered charity no. 1111790. Any queries should be addressed to [privacy@ncbf.info](mailto:privacy@ncbf.info)

## OVERVIEW STATEMENT

NCBF has a Data Protection Policy that is available on request and is published on our website.

We are committed to ensuring that your information is secure. 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 collect in managing our relationship with you.

Band Player details are requested from a Bands nominated point of contact. Application entry to a Festival, by implication, permits NCBF to request and hold this information, subject to GDPR guidelines.

We hold Band contact details in order to communicate you from time to time.

## THE INFORMATION WE COLLECT

We may collect the following data about you:

- Information that you provide by filling in forms on this website. This involves information provided at the time of registering to use this website, booking festival entries, subscribing to any service, posting material or requesting further services. We may also ask you for information when you report a problem with this website.
- If you contact us, we may keep a record of any correspondence.
- We may ask you to complete surveys that we use for research purposes, although you do not have to respond.
- Details of any non-financial transactions you carry out through this website and the fulfilment of your entry.
- Details of your visits to this website and the resources that you access.

## HOW WE USE THIS INFORMATION

The information is used for identification and verification purposes in connection with Festival guidelines and requirements. We may share some of this information with festival venues if relevant for security and safeguarding purposes only.

The information informs our Safeguarding protocols relating to Young People and Vulnerable adults.

We may use your data to provide you with information about services which you have requested.

We do not share your information with third parties for Marketing purposes.

If you no longer want us to use your data in this way please update your details by [logging-in to your online account](#) or by emailing us at [entries@ncbf.info](mailto:entries@ncbf.info)

## HOW WE PROTECT YOUR PERSONAL INFORMATION

The transmission of information over the internet is not completely secure. We will do our best to protect your personal data, but we cannot guarantee the security of the data transmitted to this site and any transmission is at your own risk.

NCBF's website has security measures in place to protect against the loss, misuse and alteration of the information you provide us. Our secure server software SSL (Secure Sockets Layer) is the industry standard and among the best software available today for secure online transactions. SSL has cryptographic protocols that provide secure communications on the Internet for such things as web browsing, email, Internet faxing, instant messaging, and other data transfers. It encrypts all your personal information so that it cannot be read as the information travels over the internet.

All information is kept securely in accordance with our Data Protection Policy.

All information is securely destroyed within a 12 month period.

## KEEPING YOUR DETAILS UP TO DATE

Please help us to keep your information up to date by [logging-in to your online account](#) or by emailing us at [details@ncbf.info](mailto:details@ncbf.info) if your personal information changes (i.e. if you move house or change your email address) or if you wish to correct it. We will endeavour to correct, update or delete information you have provided to us as quickly as possible.

## YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [privacy@ncbf.info](mailto:privacy@ncbf.info) if you wish to make a request.

## CHANGES TO THIS PRIVACY STATEMENT

We reserve the right to amend this privacy statement in the future. Any changes we make to this privacy policy will be posted on this page and where appropriate, notified to you by email.

*Date Last Amended – 11th May 2021*