

UniBrass Foundation Privacy Notice

Change History

Date	Issue Number	Changes
20th May 2018	1.0	Created Document
2nd September 2018	1.1	Policy approved and adopted by Board on 2nd September 2018
18th August 2019	2.0	Policy reviewed and changes adopted by Board
21st February 2021	2.1	Minor change to clarify UniBrass Foundation as the organisation

Last Reviewed: 20/03/2022

UniBrass Privacy Notice and Policy

This document explains how we use the data of members of the public, Contest bands and competitors, and users of other UniBrass Foundation services.

This document is based on guidance from the Information Commissioner's Office [\[1\]](#).

The UniBrass Foundation is a Registered Charity (1159359). Its principal purpose is “*To advance, improve, develop and maintain public education in, and appreciation of, the art of the brass band movement, primarily but not exclusively by organising an annual University Brass Band Championship of Great Britain.*” Therefore, quite a lot of this Policy is about participants in the contest, but there is also relevant information about other people, for example, visitors to the website. Throughout this policy, the word “UniBrass” should be taken to mean the “UniBrass Foundation”

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What information do we collect about you?

The information we collect about you depends on who you are:

1. A visitor to the UniBrass website
 - a. We may store details about your visit (for example, your Internet address and information about your web browser).
 - b. Details of your visit may also be recorded by a third party conversion tracker, such as Facebook pixel
 - c. Our websites may use cookies (see [Cookies](#)).
2. A subscriber to a UniBrass mailing list
 - a. We will hold your email address and name.
 - b. The legal basis for UniBrass processing this data is consent
3. A user of a UniBrass service (inclusive of any event connected to UniBrass, as well as a UniBrass product or service if and when UniBrass launch one)
 - a. We will only hold the information necessary for us to provide a service.
 - b. Any information we require will be clearly communicated to you when you register
 - c. This data is processed to perform a contract

4. A participant in the UniBrass Contest (provided to us by band spokespersons to fulfil the contract made upon entering the contest)
 - a. For each participant, we will store your name, instrument and university you are registered with.
 - b. If a participant has any additional requirements during the day (for example, level access to the stage), details of any requirements will need to be stored.
 - c. This data is processed in order for UniBrass to perform the contract made with participants of the contest.
5. Band secretaries or other spokespersons
 - a. We will record names and email addresses in order to coordinate the contest and maintain a list of University bands through means of mailing lists
 - b. Telephone numbers may also be collected for use by the Contest Secretary.
 - c. A postal address for the band will be required for invoicing.
 - d. This data is processed in order for UniBrass to perform the contract made with participants of the contest and will be kept for 18 months following the contest.
6. A UniBrass volunteer (recruited for the annual contest or as a full member of the UniBrass Family)
 - a. We will record names, telephone numbers and email addresses in order to coordinate the contest and other events.
 - b. This data will be processed on the legal basis of consent
7. A UniBrass Foundation Trustee, or member of the UniBrass Organising Committee
 - a. We will record names, telephone numbers, email addresses in order to communicate, and fulfil legal obligations
 - b. Bank details (Sort code and account number) may also be collected by the treasurer to arrange a reimbursement of expenses.
 - c. This data will be processed on the legal basis of legitimate interest
8. A person or business contact working with UniBrass to provide a service
 - a. We will collect data required to fulfil legal obligations and to perform the contract made with you. This data will be processed on the legal basis to perform a contract and legitimate interest in the case of future communication

How will we use your data?

1. For all users and visitors to the UniBrass Website, participants in Contests and Events
 - a. We will not use or pass on your data to any third parties (apart from the exceptions below).
 - b. We may use your data (anonymised as appropriate) for our own outreach and marketing programmes.
2. Visitors and users of the UniBrass Website
 - a. Details about your visit will be stored for the purposes of computer security (for example, investigating a security incident).
3. Participants in the Contest

- a. We may need to pass on information to a third party in order to organise the contest. For example, communicating an access requirement to venue staff, or contact details to arrange for some particular multimedia requirements.
 - b. Records about who a person has played with will be retained for two years in order to detect any breaking of the Contest rules (for example, undeclared mergers or borrowed players).
 - i. For example, if a player competed in the 2017 contest, their name will be deleted following the completion of the 2019 contest.
 - ii. Names of conductors of each band will be published in the contest programme and will be kept on record by UniBrass indefinitely.
4. A UniBrass Foundation Trustee, or member of the UniBrass Organising Committee
- i. Names, addresses, email addresses, phone numbers will be communicated with the Charity Commission to fulfil our statutory reporting obligations
 - ii. Data provided to us may be checked against online databases to confirm eligibility for being a trustee.
 - iii. This data, or elements of it, may be kept indefinitely in line with our statutory reporting obligations.
5. A volunteer for UniBrass:
- i. Volunteers may be contacted through group chats that may make email addresses, names or phone numbers accessible to other volunteers.
 - ii. Any data collected from these people will be stored for no more than 12 months following its most recent application

Marketing

If you (or your band) are subscribed to a mailing list, we may send you information about upcoming events or new initiatives that UniBrass are undertaking.

We will not supply any of your data to a third party for marketing purposes.

If you or your band is not interested in receiving information about non-contest related matters, then you have a right to opt-out. (You may also opt back in). You can opt-out from marketing information by contacting the Contest Secretary or emailing privacy@unibrass.co.uk.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email privacy@unibrass.co.uk.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You may also request for your personal information to be removed.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.allaboutcookies.org [2]. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

References

1. <https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control/>
2. www.allaboutcookies.org

If you have any questions or concerns about the privacy of your information or this document, you can contact us by emailing privacy@unibrass.co.uk .