SoCo Music Project - Data Protection Policy

Jan 2024

Definitions

Otrganisation	SoCo Music Project
GDPR	means the General Data Protection Regulation.
Responsible Person	Matt Salvage
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Organisation.

1. Data protection principles

The Organisation is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

a. processed lawfully, fairly and in a transparent manner in relation to individuals;
b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving

purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General provisions

a. This policy applies to all personal data processed by the Organisation.
b. The Responsible Person shall take responsibility for the Organisations ongoing compliance with this policy.
c. This policy shall be reviewed at least annually.

3. Lawful, fair and transparent processing

a. To ensure its processing of data is lawful, fair and transparent, the Organisation shall maintain a Register of Systems.
b. The Register of Systems shall be reviewed at least annually.
c. Individuals have the right to access their personal data and any such requests made to the Organisation shall be dealt with in a timely manner.

4. Lawful purposes

a. All data processed by the Organisation must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
b. The Organisation shall note the appropriate lawful basis in the Register of Systems.
c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems

should be in place to ensure such revocation is reflected accurately in the Organisation's systems.

5. Data minimisation

a. The Organisation shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

a. The Organisation shall take reasonable steps to ensure personal data is accurate.
b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

a. To ensure that personal data is kept for no longer than necessary, the Organisation shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

a. The Organisation shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
c. When personal data is deleted this should be done safely such that the data is irrecoverable.
d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Organisation shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

Last Review Date 11th July 2023

Health and safety policy

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work. This policy

does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Rsponsibilities

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2 Staff should report any health and safety concerns immediately to line manager and co-operate with managers on health and safety matters, including the investigation of any incident.

2.3 Failure to comply with this policy may be treated as misconduct and dealt with under our disciplinary procedure.

3. Training

3.1 We'll ensure staff are given adequate training and supervision to perform work competently and safely.

3.2 Staff will be given a health and safety induction and provided with appropriate safety training.

4. Equipment

4.1 Equipment must be used in accordance with any instructions given. Any equipment fault or damage must immediately be reported to line manager.Equipment must not be reaired unless trained to do so.

5. Accidents and first aid

5.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

5.2 All accidents and injuries at work, however minor, should be reported to Matt Salvage and recorded in the accident book which is kept in Planet Sounds.

6. Fire safety

6.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

6.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notice.

6.3 Fire drills must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

7. Risk assessments and measures to control risk

7.1 We carry out general workplace risk assessments periodically to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

8. Computers and display screen equipment

8.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

8.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from Further information on workstation assessments, eye tests and the use of DSE can be obtained from Matt Salvage.