| A picture containing drawing, sign  Description automatically generated | | hyndburn comets majorettes | | --- |  Data protection (gdpr) |
| --- | --- | --- |

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. The Hyndburn Comets Majorettes have a responsibility to respect any sensitive information divulged to them and to ensure data is collected, stored and handled appropriately.

Hyndburn Comets Majorettes will hold the following information of members and their families:

* Registration Forms (personal & medical information)
* Photographs / videos
* Observational notes
* Safeguarding concerns

To comply with the legislation Hyndburn Comets Majorettes will:

* Update, archive or securely delete enrolment information every 2 years – unless agreed with the member to use photography/videos for the website, social media or newspapers.
* Not use personal data for marketing or research purposes
* Not share personal data unless parental / guardian consent is given

*All policies are reviewed annually*

*Signed on behalf of:                         Linda Benson Vice Chairperson and Committee Members*

*Dated:                                                 Oct 2020*

Hyndburn Comets