

The National Youth Brass Band of Great Britain

Data Protection Privacy Notice (NYBBGB-001-2) Subcontractor Information

1. Purpose

This document sets out the type of information we will collect about a subcontractor and its operatives, why we collect it and what each individual's rights are in relation to this data. This notice should be read in conjunction with the Company's Data Protection Policy.

2. Personal data we will collect and why

The table below sets out the type of data we collect from employees and the reason why we do so.

Data	Reason
Professional references	In order to make informed decisions about the subcontractor's competence and quality of work
Contact information, e.g. address telephone number, email address	In order that we can contact you for reasons relating to the subcontract, e.g. organisation of work, providing relevant information and making payment
Bank account and details	In order that we can pay invoices
National insurance number and tax reference number	To validate and process CIS payments
Emergency contact details	In order that we can contact a family member or friend in the event of an emergency relating to an individual subcontractor
General health information (1)	In order that we can effectively respond to illness or injury at work, make adjustments to your role/workplace
Proof of accreditation and training – certificates etc.	In order to demonstrate a subcontractor's ability to perform the work safely and competently

- 1** This type of data is classified as a special category of data. This means that you must expressly consent to the Company using this data and therefore we will explain the precise reason for collecting it at the time.

3. Storage of information

Subcontractor information will be stored:

- In electronic format; and/or
- In hard copy format

Personal data stored in electronic format will be stored within computer or cloud-based systems which are password protected. Access to information will be limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

Personal data stored in hard copy will be stored in locked filing cabinets, storage cupboards or offices with access limited to those members of the Company who Access to information will be limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

4. Third parties

It may be necessary for the Company to share some employee personal data with third parties. Where it does share personal data with a third party the Company will take measures to ensure that:

- the security of the personal data is maintained; and
- that it is not used unlawfully.

Circumstances where personal data may be shared include:

- With our accountants for payment and accounting purposes
- With HMRC for CIS purposes
- With legal advisors in order to obtain advice in relation to any contractual dispute
- In order to comply with our statutory reporting duties to HMRC, the Health and Safety Executive etc.
- With our clients in order that they can maintain site records and to demonstrate subcontractor competence

If you consider that any third party has unlawfully used your personal data then you should notify the Company as soon as possible in order that we can investigate the matter and take steps to protect your personal data.

5. Updating your personal data

We are required to update personal data to ensure it is accurate and up to date. Therefore, if any of your details change then you must notify us promptly of the change.

6. Accessing your personal data

You have the right of access to the personal data we have possession of, subject to certain legal limitations (e.g. in order to protect the rights and freedoms of other individuals).

If you wish to access your personal data, then you should submit a written subject access request which:

1. Identifies who you are (we may seek confirmation of identity); and
2. States what personal data you wish to access

We will normally comply with subject access requests within one month of receiving the request unless it is a complex request.

Subject access requests should be made using the contact details below.

7. **Deletion of personal data**

We will delete personal data once we no longer have a lawful reason to hold and use it, unless you ask us not to delete it.

You have the right to have personal data deleted in certain circumstances. If you wish for personal data to be deleted, then you should contact us in writing setting out what data you wish to be deleted. Requests should be submitted using the contact details below

8. **Complaints**

Any complaints in relation to the Company's use of your personal data should be addressed to the contact below or through the Company's grievance procedure. You may also report data protection concerns to the Information Commission on 0303 123 1113 or by using this link:

<https://www.ico.org.uk/concerns>.

9. **Contact information**

If you wish to make a subject access request, ask for data to be deleted or make a complaint about data protection then please do so in writing to:

Name and position or department	Mark Bromley, CEO
Email address	mark.bromley@nybbgb.com