The Vauxhall Band Privacy Notice

From 29 October 2026

This is the privacy notice of The Vauxhall Band ('we', 'our' or 'us'). We are the data controller responsible for the personal information described in this notice.

The Vauxhall Band is a charitable company registered in England and Wales as Charity No. 1199436 and Company No. 13919517.

This privacy notice explains what personal information we collect and use, why we use it, how long we keep it, who we may share it with, and your rights under data protection law.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- International transfers
- How to complain

Contact details

Post: The Vauxhall Band, 167–169 Great Portland Street, 5th Floor, London W1W 5PF

Telephone: 07944 550210

Email: info@thevauxhallband.com

What information we collect, use, and why

We collect or use the following information to **organise and deliver our activities and services:**

- Names and contact details
- Addresses, where required
- Information about your role or relationship with us
- Booking, engagement or participation information
- Photographs, audio or video recordings

- Accessibility, dietary or relevant health information where this is necessary to enable someone to participate safely or accessibly
- Payment, banking and financial transaction information
- Correspondence and other communications with us
- Website and online-service information, including IP addresses, website usage and user journey information, and information collected through cookies or similar technologies where applicable
- Information relating to compliments, feedback or complaints

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Payment or banking details and financial transaction information
- Donation history
- Gift Aid declarations and relevant taxpayer information
- Fundraising and supporter preferences where relevant

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Marketing and communication preferences
- Donation, booking or engagement history where relevant to our communications
- Recorded images, such as photographs or videos, where used in publicity
- Records of consent, objections and opt-outs

We collect or use the following personal information for **research or archiving purposes**:

- Names and contact details
- Professional, biographical or organisational information relevant to our research
- Recorded images, such as photographs or videos
- Audio recordings
- Correspondence and project records, where relevant
- Records of consent or permissions, where appropriate

We collect or use the following personal information to **comply with legal, regulatory and governance requirements:**

- Names and contact details
- Dates of birth, where required

- Identification and identity-verification information, including passport, driving licence or other identity-document details and information about the outcome or status of identity-verification checks
- Information relating to trustees, directors, members and other office holders
- Financial transaction and accounting information
- Health and safety information
- Criminal offence information, where we are legally permitted or required to process it

We collect or use the following personal information for **recruitment and engagement purposes**:

- Names and contact details
- Applications, CVs and professional or employment history
- Education, training and qualifications
- References
- Right to work information, where required
- Identification documents, where required
- Payment, tax or National Insurance information, where required following appointment or engagement
- Information about criminal convictions or criminal-record checks, where relevant, lawful and necessary
- Accessibility or relevant health information, where necessary

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Correspondence and communications
- Relevant booking, engagement, donation or transaction information
- Financial transaction information, where relevant
- Information relating to health and safety incidents, including incident reports
- Information and evidence relevant to a complaint, dispute or legal claim, which may include photographs, audio or video material supplied to us
- Relevant health information, where necessary

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. You can read more about this right here.
- **Your right to rectification** - You have the right to ask us to correct personal information you think is inaccurate or to complete personal information you think is incomplete. You can read more about this right here.
- **Your right to erasure** - You have the right to ask us to delete your personal information. You can read more about this right here.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. You can read more about this right here.
- **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. You can read more about this right here.
- **Your right to withdraw consent** - When we use consent as our lawful basis you have the right to withdraw your consent at any time. You can read more about this right here.

Your right to object

Where we rely on legitimate interests, you have the right to object to our use of your personal information in certain circumstances. You also have an absolute right to object at any time to the use of your personal information for direct marketing.

If you make a data protection rights request, we will respond without undue delay and normally within one month, subject to any extension or adjustment to the time limit permitted by data protection law.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Organising and delivering activities and services

Our lawful bases for collecting or using personal information to **organise and deliver our activities and services** are:

- **Contract** – where we need the information to enter into or carry out a contract with you.
- **Legal obligation** – where we need to use the information to comply with the law.
- **Legitimate interests** – where it is necessary for our legitimate interests in organising, administering and delivering our charitable activities, performances, projects and services, provided those interests are not overridden by your rights and interests.
- **Consent** – where we ask for and rely on your permission for a particular use.

Donations and fundraising

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- **Legal obligation** – including where we need to retain financial, accounting, tax or Gift Aid information.
- **Legitimate interests** – in administering donations, fundraising activities and our relationships with supporters and funders.
- **Contract** – where processing is necessary in connection with an agreement with you.
- **Consent** – where we ask for and rely on your permission.

Service updates or marketing

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- **Consent** – where you have agreed to receive marketing communications from us.
- **Legitimate interests** – where applicable and permitted by law, in communicating with people who may reasonably be interested in or support our charitable activities.

Research or archiving

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

- **Legitimate interests** – in carrying out research relevant to our charitable purposes and maintaining an appropriate historical and organisational record of our activities.
- **Consent** – where we ask for and rely on your permission for a particular use.

Legal, regulatory and governance requirements

Our lawful bases for collecting or using personal information to **comply with legal, regulatory and governance requirements** are:

- **Legal obligation** – where processing is necessary for us to comply with legal or regulatory requirements.

- **Legitimate interests** – where processing is necessary for the proper governance and administration of The Vauxhall Band and is not specifically required by law.

Recruitment and engagement

Our lawful bases for collecting or using personal information for **recruitment and engagement purposes** are:

- **Contract** – including taking steps at your request before entering into a contract and administering an engagement.
- **Legal obligation** – including right-to-work or other legal requirements where applicable.
- **Legitimate interests** – in recruiting and engaging suitable people and administering the recruitment or engagement process.
- **Consent** – where we ask for and rely on your permission for a particular use.

Queries, complaints or claims

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- **Legitimate interests** – in responding to queries, investigating and resolving complaints and disputes fairly, and establishing, exercising or defending legal claims.
- **Legal obligation** – where we are required by law to investigate, retain or disclose information.
- **Contract** – where the matter relates to a contract with you.
- **Consent** – where appropriate and where we specifically rely on your permission.

Special category information

Where we process special category personal information, such as health information **or accessibility information that reveals information about a person's health or disability**, we will only do so where an appropriate condition under data protection law applies. This may include explicit consent, depending on the circumstances.

Where we process criminal offence information, we will only do so where this is authorised by law and an appropriate legal condition applies.

When you need to provide personal information

Where we ask for personal information because it is required by law, or because it is necessary to enter into or carry out a contract with you, we will tell you if you must provide it. If you do not provide information that is required, we may be unable to enter into or carry out the contract, engage you, make a payment, or comply with a legal requirement.

Where we get personal information from

- Directly from you
- Parents, guardians, carers or representatives, where relevant
- Referees, previous employers or education organisations, where relevant
- Publicly available sources and professional directories
- Government, regulatory or statutory bodies, where relevant
- Banks, payment processors, fundraising platforms and identity-verification providers
- Venues, promoters, project partners, funders and other organisations we work with
- Suppliers and service providers

How long we keep information

We keep personal information only for as long as it is reasonably necessary for the purpose for which we collected it, including to satisfy legal, accounting, tax, safeguarding and regulatory requirements and to establish, exercise or defend legal claims.

Financial, accounting and tax records are normally retained for the period required by applicable law. Gift Aid records are retained in accordance with HMRC requirements.

Marketing information is retained until you withdraw your consent or opt out, although we may retain limited information necessary to record and respect an opt-out.

Other information is reviewed periodically and deleted or anonymised when it is no longer required, subject to any applicable legal or regulatory retention requirement.

Who we share information with

We may share personal information where necessary with:

- Banks, payment processors and identity-verification providers
- Accountants, bookkeepers and other professional advisers
- Insurance companies, brokers and other intermediaries
- Website, email, cloud-storage, database, IT and other service providers
- Venues, promoters, project partners and other organisations where sharing is necessary for an activity or engagement
- Funders and grant-making organisations, where necessary

- HMRC, Companies House, the Charity Commission and other regulatory or statutory bodies, where required
- Safeguarding bodies, emergency services or law-enforcement authorities, where necessary
- Other organisations where we are legally required to disclose personal information
- The public through our website, social media, recordings or other publicity where there is an appropriate lawful basis for doing so

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International transfers

Some of our suppliers and service providers may process personal information outside the United Kingdom. Where personal information is transferred outside the UK, we will ensure that the transfer is made in accordance with applicable data protection law and that appropriate safeguards are in place where required.

You can contact us using the details above for further information about the safeguards used for international transfers.

How to complain

If you have concerns about our use of your personal information, or wish to make a data protection complaint, please contact us using the contact details at the top of this privacy notice. We will acknowledge a data protection complaint within 30 days of receiving it. We will take appropriate steps to investigate the complaint without undue delay, **keep you updated on the progress of our investigation without undue delay**, and tell you the outcome of our investigation.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the Information Commission (ICO).

The ICO's address:

Information Commission
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: https://www.ico.org.uk/make-a-complaint

Last updated

Reviewed and adopted by the Board on 29 October 2026

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	18/10/2024	Initial draft approved	Annually
2.0	Board	10/10/2025	No changes	Annually
3.0	Board	29/10/2026	Annual review; data categories and lawful bases clarified; retention, data sharing and international transfers updated; 2026 data protection complaints requirements incorporated	Annually