



## **Musical Connections Privacy Notice**

**Data Protection Information** (to go on website, distributed in participant packs, and on request)

### **Collecting Personal Information**

Personal information means information which relates to a living individual who can be identified from that information, such as names, email addresses, personal home addresses, personal phone numbers, personal description and photograph.

Musical Connections is committed to protecting and respecting personal information. We will treat personal information securely.

We are the data controller for the purpose of the General Data Protection Regulation 2018.

If you have any questions, comments and requests regarding your personal information, including how to object to us processing your personal information, please ask us directly, telephone 01904 373011, or email [enquiries@musicalconnections.org.uk](mailto:enquiries@musicalconnections.org.uk).

If you are unhappy with how we handle your personal information, you can notify the Information Commissioner's Office by calling their helpline on 0303 123 1113.

We will collect information via:

- Participant, staff and volunteer application/registration forms
- Correspondence over the phone, by email or post

We will use the information for the following purposes:

- Recruitment
- Internal monitoring
- Project design and development
- Communicating essential information regarding project delivery, and participation in sessions and events
- Compliance with safeguarding policies
- Responding appropriately in the case of a medical emergency
- Operational reasons relating to the business of running the charity
- Publicity

We will process the information on the basis of consent and, in the case of DBS checks, by law. Consent will be reviewed and refreshed annually

We will not share the information with any third party without your consent.

We will not hold your personal information for any longer than is necessary for the uses outlined above, unless we are required to keep your personal data to comply with the law and any regulatory requirements.

### **Your rights:**

- You have the right to have your personal data rectified if it is inaccurate or incomplete. You can do this by telling us directly, telephoning 01904 373011, or by emailing us at [enquiries@musicalconnections.org.uk](mailto:enquiries@musicalconnections.org.uk)
- Our holding of your data is subject to your **active** consent, which can be revoked at any time.
- You have the right to have your personal information deleted/destroyed
- Where you consent for the use of your image to be used in publicity materials, this is always an opt-in process, and is not a pre-condition of involvement in our project.