

## **Data Protection Policy**

This policy has been developed with reference to the General Data Protection Regulation 25/05/18. It sets out how we seek to protect personal data and to ensure that anyone with access to it understands the rules governing its use. The Board of Trustees will review all Data Protection procedures and policies annually, taking into account any developments in data protection responsibilities, risks and issues.

Musical Connections seeks to ensure that the personal data we hold and use is:

- Accurate, adequate, relevant and not excessive, given the purpose for which it is obtained
- Secured against loss or misuse by being kept in a secure place, and shredded/deleted when it is no longer needed
- Protected by passwords (electronic data)
- Retained for no longer than necessary.

Personal data is always collected with consent of the person involved. See Section 2 for further detail on how we understand the nature of consent.

### **1. Type of data held, on what basis, and for what purpose**

We collect and hold the following personal data:

#### **I. Participants in our community-facing groups:**

- A.** individual contact details, emergency contact details, vital medical information, musical interests
- B.** consent for the use of personal images to be published in publicity/research materials and the media

This information is always collected with the explicit consent of the person involved or, where necessary, of a designated representative (family member/carer/support worker). The information is not shared with any other agency unless the person involved or their designated representative has given consent. It is used for:

- Internal monitoring
- Project design and development
- Contacting people to communicate information regarding project delivery and participation
- Providing an appropriate response in the case of a medical emergency
- Publicity

The data that we collect is subject to active consent by the data subject. Consent can be withdrawn at any time. Where a data subject requests deletion or destruction of their information, any third parties with access to the data must also comply with the request

#### **ii. Job applicants, paid contractors and volunteers:**

a. contact details, referee contact details, DBS references  
b. consent for the use of personal images to be used in publicity/research materials and the media (not job applicants). This information is always collected with the consent of the person involved or, in the case of DBS checks, by law. It is not shared with any other agency unless the person involved has given their consent. It is used for:

- Recruitment
- Internal monitoring
- Compliance with our safeguarding policies
- Operational reasons relating to project/service delivery
- Publicity

**iii. Trustees:** contact details, referee contact details (in the case of new trustees), DBS references.

This information is always collected with the consent of the person involved or, in the case of DBS checks, by law. It is not shared with any other agency unless the person involved has given their consent. It is used for:

- Recruitment
- Operational reasons relating to the business of running the charity
- Compliance with our safeguarding policies
- Funding applications, where provision of trustee contact information is a condition of the application
- Compliance with Charity Commission regulations
- Publicity

Anyone whose personal information is being held by Musical Connections has the right to request a copy of this information.

## 2. Consent

By reference to Section 4 of the Information Commissioner's Office document 'Preparing for the GDPR on Individuals' rights', we understand that consent must be:

- A positive opt-in
- Not given via pre-ticked boxes or default
- Requested in clear, plain language that is easy to understand
- Specifically requested, separate from any other information on the same document
- Given in response to specific reasons for the need to collect the data and what we will do with it

We also understand that consent:

- Can be withdrawn at any time – we publicise how to do this, and act on it as soon as we can
- Can be withheld without detriment (with the exception of essential medical information)
- Is not a precondition of our service

Consent will be reviewed and refreshed annually.

### **3. Children**

When children take part in our intergenerational programme, when photographs/videos etc are taken, we will always check that the correct permissions are in place and for how the media will be used.

### **4. Data Protection Breaches/Failure to Comply**

All contractors, volunteers and trustees have an obligation to report actual or potential data protection compliance failures. This allows us to

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures

We take compliance with this policy very seriously. Failure to comply puts both the transgressor and the organisation at risk. The importance of this policy means that failure to comply with any requirement may lead to disciplinary action, which may result in dismissal.



