



www.musica-workshops.com  
registered charity no.1150769

# Musica GDPR Privacy Policy

Musica is strongly committed to protecting the privacy of all those who attend any of its events and to comply with their choices. Both personal and no-personal information collected is safeguarded according to the privacy and data protection standards of the UK and are adopted worldwide. We have always kept a robust and effective data protection program in place which complies with existing law and abides by the data protection principles. However, we recognise our obligations in updating and expanding this program to meet the demands of the GDPR and the Data Protection Act 2018.

## **Our Commitment**

- Your information will not be shared, rented or sold to any third party.
- We will use existing security measures to protect your information from unauthorised users.
- We give you the possibility to control the information that you share with us (Opt Out).

Musica is committed to processing data in accordance with its responsibilities under the GDPR

Article 5 of the GDPR requires that personal data shall be;

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals;*
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes*

- in the public interest; scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;*
- c) Adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed;*
  - d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purpose for which they are processed, are erased or rectified without delay;*
  - e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals and;*
  - f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.*

## **1. Notice**

We will clearly inform you when information that personally identifies you (personal information) is asked for and you will have the choice to provide it or not. Generally, this information is requested when you first come to attend any of Musica's events and is usually done in accordance with Health and Safety regulations.

## **2. Usage**

We may collect email, telephone information in order to enable contact for future events if you have shown an interest. We will collect your name and residential address, again this is to allow contact for future events.

## **3. Consent**

When you provide your information, you consent that it can be used for the above purposes and that Musica is an authorised holder of such information. If you chose not to provide your personal information, you can still attend the event but may not receive future event information. When giving your personal information you are providing consent to receive further information about existing or future events, however you have the right to ask Musica at any time to cease further contact and ask that your information is erased, this can be done directly to one of the event managers or by post to the address at the end of this document.

## **4. Access to your information**

You are entitled to review the personal information you have provided us and ensure that it is accurate and up to date. This can be done through contacting the address at the end of this document.

## **5. Security of information**

Musica is strongly committed to protecting your information and ensuring that your choices are honoured. We have taken security measures to protect your data from loss, misuse,

unauthorised access, disclosure, alteration or destruction. All sensitive data is stored in restricted areas and has restricted access to staff and volunteers.

#### 6. Retention of information

We retain information as long as it is necessary to provide the services requested by you and others, subject to any legal obligations to further retain such information. Information you provide will be kept until it is no longer necessary to provide the service or until you ask us to delete it, whichever comes first. Any information we retain will be handled in accordance with this policy. Finally, your data may be retained for statistical purposes.

#### 7. What we do with the information you share

Your information is never shared outside of Musica without your express permission and is stored in restricted areas and has restricted access to staff and volunteers.

We will only use it to contact with information about future events or for statistical purposes. We will use some pictorial or video data for use on our website, this is covered in our SAFE USE AND STORAGE OF IMAGES POLICY.

#### 8. Opt Out

If you do not want Musica to have, store or retain any of your personal information you should notify one of the event managers at the beginning of the event, you will still be able to take part.

#### 9. Changes to this policy

This policy will be reviewed annually and or if there are any updated legislation between time, if any changes are made they will be done at the review and or if legislation requires.

Correspondence Address:

Musica

23 Wilding Road

Ipswich

IP8 3SG