

# Music For Good Privacy Policy

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## Our contact details:

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Website: [www.musicforgood.uk](http://www.musicforgood.uk)

Social Media: Twitter: [@musicforgooduk](https://twitter.com/musicforgooduk) / Facebook: [@CYMAZMusic](https://www.facebook.com/CYMAZMusic) Linked In: <https://www.linkedin.com/company/music-for-good-uk/>

This privacy policy contains important information on who we are, and how and why we collect, store, use, and share your personal data. It also explains your rights in relation to your personal data and how to contact us in the event you have a complaint.

We collect, use and are responsible for certain personal data about our service users, partners and staff members. When we do so we are subject to the UK General Data Protection Regulation (UK GDPR).

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name, email, address, websites, social media accounts, photos, videos and voice recordings)
- Data on Protected Characteristics (for example age, sex, gender, disability)
- Additional equal opportunities data and life circumstances information
- Data Concerning health (for example if you have a specific disorder relating which is relevant to our singing for health or music for wellbeing programmes)

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- So we can contact you about our services
- So we can report to our funders
- So we can better understand and share our impact and reach
- So we can ensure equality and opportunity or treatment

We also receive personal information indirectly, from the following sources in the following scenarios:

- From our partners in education, health and community settings through referrals or information sharing.

We use the information that is given us in order to:

- So we can contact you about our services
- Support you in a person centred way
- Report accurate (anonymous) data to our funders
- Better understand our impact and reach
- Share our delivery and best practice

We may share information with third parties such as our relevant partners (e.g. The Music Hub) and freelance music workers on a need to know basis.

## Lawful basis for processing your data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting [\*\*projects@musicforgood.uk\*\*](mailto:projects@musicforgood.uk)
- (b) We need it to perform a task carried out in the public interest.
- (c) We have a legitimate interest as a not-for-profit body – that is, 1) there is a purpose for processing the data (such as offering a person centered, informed service), 2) it's necessary to process the data to achieve this purpose and 3) the legitimate interest is not at odds with the individual's interests.

## How we store your personal information

Your information is securely stored on our online systems and only accessible to those who need to see it for their work.

We keep Personal identifiers, contacts and protected characteristics for 5 years and photos, videos and recordings for 10 years. We will then dispose your information by deleting the associated files from our systems and online sites.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [projects@musicforgood.uk](mailto:projects@musicforgood.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [projects@musicforgood.uk](mailto:projects@musicforgood.uk) or at the address one page 1.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>