

## Spitalfields Music Privacy Notice for Participants

Spitalfields Music is committed to protecting your personal information and being transparent about what information we hold about you. The purpose of this notice is to explain how we collect and use the information we collect from you.

We use your information in accordance with all applicable laws concerning the protection of personal information. This notice explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it.

If you have any questions about this notice, please contact the Director of Finance & Operations or the Learning and Participation Producer using the details below.

### Who we are

Spitalfields Festival Ltd, trading as Spitalfields Music, is a charitable company limited by guarantee in England and Wales (Company number: 3138347, Charity number: 1052043). Spitalfields Music is the data controller of your personal information.

Spitalfields Music, 15 Old Ford Road, London E2 9PJ

Tel: 020 7377 0287

Email: [info@spitalfieldsmusic.org.uk](mailto:info@spitalfieldsmusic.org.uk)

### Information collection

We will only collect information that you give to us. If you also interact with us as a customer or donor, please also read the associated privacy information provided when you buy your ticket or make your donation (also available on our website).

The information you give us may include information like name and address, and may also include your date of birth, national insurance number and bank details. We may also ask for sensitive personal data, recognised in data protection law as information about your health, race, religious beliefs etc. If we collect sensitive data we will take additional precaution to anonymise the data whenever feasible for any processing which takes place (for example as part of our reporting requirements to funders).

When you take part in one of our programmes, we may take photographs of the group or of individuals to be used for several different purposes, including marketing, reporting and archiving. Your permission will be requested using a standard form, and if it is not given, identifiable pictures of you will not be used. If someone you are responsible for (e.g. a child you care for) is the subject of photographs, we may ask you to give permission on their behalf.

## **The purpose of processing your data**

As a participant, we only collect information that we need to carry out our business. We need personal details from you in order to fulfil our obligations to you. This includes providing you with information about the organisation, and your interaction with us on projects and may also extend to understanding how best to support you in order to participate in one of our projects.

## **Legal basis**

The basis under which we process any data could be one of three ways, there are examples of each below.

### **Contract Basis**

We may need to process your data because you have signed up for a project. This processing could include contacting you with details of a session or paying over bursary or reimbursement.

### **Legitimate Interest**

An example of processing data using legitimate business interest is to provide details of participants on a programme to a funder as part of a report on the impact of the programme. We will only do this if there is no overriding prejudice to you by using your personal information in this way. We may also add you to our general mailing list to keep you informed about the work of Spitalfields Music. If at any time you do not wish to receive this information you will be able to unsubscribe or opt out.

### **Consent**

We will ask for your consent to use data if it does not fall into either of the categories above. For example, if we are providing information to a funder that involves information about the health of participants and that information can be linked to an individual data subject, we will seek consent prior to using this information. This includes the use of photographs taken of participants. If at any time you change your mind and wish to withdraw consent for the use of your information, you can do this by contacting us.

## **Data security**

Personal data is kept securely on our server and we do not make unnecessary copies of data or transfer them outside of the organisation except in line with our processing guidelines above.

## **Maintaining your personal data**

Spitalfields Music has an obligation to ensure the data held about you is correct and proportionate. If your personal details change, please inform the Learning & Participation producer as soon as possible.

We will only keep your personal data for as long as it is relevant to us. Some records may be kept for as long as ten years in line with our policy on destruction of financial data. Data stored is reviewed annually and deleted when no longer relevant. Paper copies of personal data will be securely shredded.

## **Rights to your personal information**

You have the right to request a copy of the personal information that we hold on you. If you wish to make a request, please do so to the Director of Finance & Operations via email on [info@spitalfieldsmusic.org.uk](mailto:info@spitalfieldsmusic.org.uk). We will endeavour to provide this information within 14 days, but may require a longer period for some information.