**Privacy notice March 2024**

**Privacy Statement**

Blackpool Music School (BMS) is committed to conducting its business in accordance with all applicable Data Protection legislation. In our Data Protection Policy we outline this commitment including the rights of individuals under current data protection legislation This policy is available on request at anytime.

In order to help people who use our services to understand how and why personal data is collected, used and stored we have prepared this Privacy notice. The notice breaks down how we use, process and store data and should be read alongside the Data protection policy.

The Privacy notice will be reviewed and updated as necessary and the most up to date version will be available by emailing the School and will be on the website once established

***Email address to go here***

**Who we are**

Blackpool Music School (BMS) is a registered charity (**number to go here**) working to support a thriving third sector primarily in the area of Blackpool in Lancashire.

Our services include supporting local people to undertake musical activities of all sorts to have new life experiences and improve health and well-being through musical activity and via direct services to members of the public through project delivery.

Our office base is: Waterloo Road, Blackpool

Contact can be made via post to the above address or

**Telephone …………………………….………………………..**

**Email:  ………………………………………………………**

**Website:  ………………………………………………………**

**Get in touch**

We hope that the obligations outlined in this Privacy Statement help you to understand how we process your data, however if you do have any questions about anything in this statement or about our data protection processes please contact the BMS Manager or tel **………………………………**

**How we process data**

BMS collects, stores and retains data in a range of ways in order to best communicate with our members, stakeholders and project beneficiaries. The purpose for this data processing may differ depending on which of the range of activities you are accessing but generally this will be in order to communicate with you in relation to those activities.

In all cases we will hold only the data that we require and have a legal basis for processing. This data will be processed and held in order to help us achieve our organisational objectives of a supporting a thriving third sector and healthy connected communities and in order to support people through our project delivery.

For each instance of data processing an assessment of the data required, the legal basis for that requirement and the parameters for storage, use and retention are outlined in our data audit document. This will include the legal basis for any instances where special categories of data are requested.

Data requested may include:

* name and job title
* email address
* telephone number
* contact and demographic information including postcode
* records of your interactions with the charity for example: attendance at training, forums and events
* records of any access or health issues that are relevant to the support you are receiving

We utilise a number of Customer Relationship Management (CRM) Systems to process our work and have an in-house data processing system. Anyone inputting data understands their responsibilities and liabilities and is committed to their obligations under data protection legislation

To prevent unauthorised access or disclosure to our records we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. Only staff with password protected log ins can access electronically stored data; as far as practicable paper records are securely disposed of once an electronic record has been created. Those which do need to be retained are locked away and only key staff have access.

We are committed to ensuring that your privacy is protected at all times. When we ask you to provide personal information by which you can be identified it will only be used in accordance with this privacy statement & will only be requested when strictly necessary.

**Your rights**

Your full rights under Data Protection are outlined in our Data Protection Policy. If you would like to see a copy or would like to discuss any of the below rights please contact our office and ask to speak to the Board of trustees or Manager.

1. You have the right to see the data we hold about you and we will provide this to you free of charge [[1]](https://www.maldoncvs.org.uk/privacy-notice/#_ftn1) on request.
2. You have the right to request any inaccurate or incomplete data that we hold on you is corrected.
3. You have the right to request that data is removed from our databases. BMS reserves the right to retain data where there is a legitimate interest
4. You have the right to request that no further processing is carried out on your data
5. You have the right to request that BMS transfer your personal data to a different service provider and this will be complied with free of charge\* where it is technically feasible to do so.
6. You have the right to object to BMS processing data based on legitimate interest and BMS will put a hold on processing and consider all objections raised before

**Your right to complain**

If you feel that BMS are not complying with Data Protection Legislation you have the right to lodge a complaint to the Information Commissioners Office (ICO).

For full details of how to do this visit the ICO website <https://ico.org.uk/> or call their helpline on 0303 123 1113.

**Changes to policy**

Our Trustee board will review this Privacy Statement alongside the Data Protection Policy on an annual basis and the updated document will be made available on our website.

[[1]](https://www.maldoncvs.org.uk/privacy-notice/#_ftnref1)  Full terms are outlined in our Data Protection Policy