

## **DATA PRIVACY NOTICE**

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **Who are we?**

Ministry of Music is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

### **How we collect information**

We collect your personal data when you subscribe to our email mailing list, use an online form, communicate with us by email, telephone or post, complete a booking agreement, place an order or make a donation. We may also collect your personal data in-person at events which you attend.

### **What we collect**

We may collect the following information:

- Full name
- Contact information including email address, telephone number and postal address
- Bank account details (for setting up regular donations)

### **How do we process your personal data?**

Ministry of Music complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Your data is processed by our staff, and in some cases by external parties such as cloud service providers. We never pass your personal data on to other organisations for them to use for their own marketing purposes.

We may use your personal data for the following purposes: -

- To enable us to provide a charitable service for the benefit of the public as specified in our constitution
- To provide booking management for the events and tours we facilitate
- To respond to your enquiries
- To provide you with information about our ministry, the services we offer and prayer requests
- To process donations and Gift Aid applications
- To process orders
- To manage our contract staff, artists and volunteers
- To meet our legal obligations
- To fundraise and promote the interests of the charity

### **What is the legal basis for processing your personal data?**

- Contractual obligations for booking management with event organisers and artists
- Contractual obligations for staff contracts and artist agreements
- Legal obligations in relation to Gift Aid
- Legitimate interests so that we can provide Churches and other Christian organisations information about our ministry and the services we provide
- Explicit consent so that we can provide individuals information about our ministry and the services we provide

### **Sharing your personal data**

Your personal data will only be shared with our artists, technical service providers and other event partners (e.g. Compassion UK) in order to undertake an event booking for you. We never pass your personal data on to other organisations for them to use for their own marketing or fundraising purposes. We would only share your data with other third parties outside of Ministry of Music with your consent.

### **How long do we keep your personal data?**

We keep your personal data for as long as it is needed to provide our services and in accordance with accounting and tax rules. When we no longer need your personal data, to provide these services to you, it will be securely disposed of.

Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Ministry of Music holds about you;
- The right to request that Ministry of Music corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Ministry of Music to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

### **Changes to this Privacy Notice**

Ministry of Music will change this Privacy Notice as and when necessary. You should check this page from time to time to ensure that you are happy with any changes. This Privacy Notice was last updated on the 16<sup>th</sup> Nov 2018.

### **Contact Details**

If you have any questions about your personal data or this notice please contact us, in the first instance, by using the contact form on our website at [www.ministryofmusic.co.uk](http://www.ministryofmusic.co.uk)