

PRIVACY NOTICE: MUSIC IN OUR BONES May 2023
- (Review date May 2024 at AGM)

This privacy notice has been prepared in order to comply with the GDPR (General Data Protection Regulation) which came into force on 25th May 2018.

Music In Our Bones is using your email address with your explicit consent. It is stored as part of a group which cannot be accessed by the general public and is protected by anti-virus software. Our mobile is password protected. Paper copies with contact information on are stored with care.

Occasionally photos might be shared via this group or on our facebook page or website but only with the verbal permission of the individuals concerned on the day that they are taken.

The **purposes** of our email group is simply:

- To keep everyone informed of the dates of the group •
to offer a regular reminder of each session
- to enable group members and leaders to share information
about other musical delights coming up with each other

The **purposes** of our retaining your contact details is to be able to contact you in any emergency or if a session had to be cancelled.

People who attend Music In Our Bones groups can choose not give their email address.

No data will be passed on to **third parties**. No data is used for automated decision-making such as profiling.

The data will be **reviewed** every two years, and amended or deleted as necessary. You can ask to come off your mailing list at any time.

If there were any **breach of data security**, we will inform the individuals concerned, and if there is a concern about serious consequences arising from this we will also inform the supervising authority the Information Commissioner's Office (ICO). Each person has the **right** to see their data, to have it amended if it is wrong, or to withdraw their consent at any time. They have the right to lodge a complaint with the ICO.

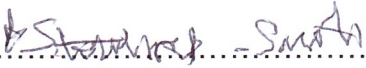
Further information about the GDPR is available at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

GDPR Review dates

Trustees reviewed at AGM 10 May 2023

Signature..........Date.....22/5/2023.....

Ian Heywood Chair

Signature..........Date.....22/5/23.....

Adrian Stannard-Smith Trustee