

## The Royal Society of Musicians of Great Britain Privacy Policy

The Royal Society of Musicians of Great Britain ('we' or 'us') is committed to protecting and respecting your privacy. This Policy, together with any other documents referred to on it, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

The Royal Society of Musicians' address is 26 Fitzroy Square, London, W1T 6BT

Our website is <https://www.rsmgb.org/> and is owned and operated by The Royal Society of Musicians

### Personal Data

Under the [General Data Protection Regulation \(Regulation \(EU\) 2016/679\)](#) ('GDPR') and [Data Protection Act 2018](#) ('the Act'), personal data is defined as 'any information relating to an identified or identifiable natural person ('data subject'), by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person'.

### The Data Controller

A data controller is the individual or legal person who controls and is responsible to keep and use personal data in paper or electronic files. The Royal Society of Musicians is the data controller as defined by relevant data protection laws and regulation.

### Lawful processing

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever personal data is to be processed:

- (a) Consent: you have given The Royal Society of Musicians your freely, specific, informed or unambiguous consent for your personal data to be processed for a specific purpose.
- (b) Contract performance: the processing is necessary for the performance of a contract you have with The Royal Society of Musicians, which had asked you to take specific steps before entering into a contract.
- (c) Compliance with legal obligation: the processing is necessary for The Royal Society of Musicians to comply with the law for the purposes of tax, social security obligation or employment law (not including contractual obligations).
- (d) Protection of vital interests: the processing is vital to an individual's survival.
- (e) Public interest: the processing is necessary for The Royal Society of Musicians to perform a task that is in the public interest or for its official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for The Royal Society of Musicians' legitimate interests, or the legitimate interests of a third-party, unless there is a good reason to protect the individual's personal data that overrides those legitimate interests.

### Data Rights

Your data subject rights are listed below:

- the right of access.
- the right to rectification.
- the right to erasure or right to be forgotten.
- the right to restriction of processing.
- the right to be informed.
- the right to data portability.
- the right to object.
- the right not to be subject to a decision based solely on automated processing.

Under the GDPR and the Act, you may ask for a copy of the information we hold about you and you may request rectifications be made to this information if it is inaccurate or not up to date. Please write to us at 26 Fitzroy Square, London, W1T 6BT or email us at [enquiries@rsmgb.org](mailto:enquiries@rsmgb.org).

### **Personal Data We Collect**

Information that you provide by completing the application forms in writing, email, through our web site or social media, and for the purposes of organising gatherings, events and initiatives.

### **Beneficiaries**

We collect name, date of birth, address, contact details, beneficiary's employment details, properties owned and the addresses, matrimonial status, spouse's/civil partner's date of birth, age of dependent children and other dependents, musical instruments they are playing, and financial data such as financial statements and bank details.

We may also collect Special Categories Data as outlined under the Article 9 of the GDPR, such as trade union membership information and health data which derives from the application forms which Beneficiaries submit to the Society and medical reports which are requested by the Society in order to verify the medical situation of the Beneficiaries.

### **Members**

For the purposes of becoming a Member we collect name, date of birth, contact details, nationality, musical instruments they are playing and professional job.

We may also collect Special Categories Data as outlined under the Article 9 of the GDPR, such as trade union membership and gender information.

If you contact us, we may keep a record of that correspondence.

Details of transactions you carry out and of the fulfilment of your membership fee.

Details of your access to our databases or other materials.

To help us improve our services, if you send us personal information which identifies you via email, we may keep your email, your email address and 'screen' name. We may also collect information that is available from your browser.

### **How We Collect Your Personal Data**

We collect personal data directly from you. Personal data which you provide to us in the application forms and requested by us for the purposes of organising gatherings, events and initiatives. We collect your personal data directly via our website <https://www.rsmgb.org/> when you fill in the contact form.

We collect your data that you provide to us when you make a donation and when you email us your CV with regards to a voluntary appointment.

We also collect your data through a contractual or commercial relationship with you.

### **How We Use Your Personal Data**

We will process any of your personal data, in accordance with our obligations under the GDPR and the Act, for the following reasons:

- to process and manage your membership of the Society;
- to comply with the Act and the GDPR;
- to process and manage applications for financial assistance for you;
- for administrative purposes; and
- to assess enquiries.

### **Sharing Your Personal Data**

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any agreements, or to protect the rights, property, or safety of the organisation, or other individuals. This includes exchanging information with other companies and organisations for the purposes of safeguarding or other

statutory regulations we have to comply with as well as those organisations with whom you and we have reciprocal agreements for providing services for education or professional development.

### **Third Party Websites**

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Protecting Your Personal Data**

The data that we collect from you will be processed at our servers in the UK. It may also be processed by organisations operating in the EEA that The Royal Society of Musicians has instructed.

If personal data is transferred outside the UK or EEA to a country without a designated adequacy rating, The Royal Society of Musicians will request the data subject's consent before processing the data. Consent will not be sought where the processor's Binding Corporate Rules, Standard Contractual Clauses or adhoc contractual clauses stipulate that the data will be processed in accordance with the GDPR.

### **Security of Your Information**

To help protect the privacy of data and personally identifiable information you transmit through use of this our website, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personal data to those employees who need to know that information to provide benefits or services to you. In addition, we train our employees about the importance of confidentiality and maintaining the privacy and security of your information. We commit to taking appropriate disciplinary measures to enforce our employees' privacy responsibilities.

### **How Long We Store Your Personal Data For**

We store your personal data in accordance with our data retention policy. This policy is reviewed and updated internally to ensure we do not store your data for longer than is necessary. We also review how and where we store any data to ensure that we meet our obligation to store data securely.

In addition, some of the data we hold may be subject to certain legal and regulatory obligations, which provide a minimum retention period for different types of data. The retention period varies depending on the data we hold.

### **Changes To This Privacy Policy**

This privacy policy was last updated on 20 November 2020. The Royal Society of Musicians reserves the right to vary this privacy policy from time to time. Such variations become effective on posting on this website. Your subsequent use of this website or submission of personal information to The Royal Society of Musicians will be deemed to signify your acceptance to the variations.

### **Complaints**

For further information on your rights and how to complain to the ICO, please refer to the ICO website <https://ico.org.uk/concerns>

Contact details

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate)