



**FRIENDS OF STAFFORDSHIRE'S YOUNG
MUSICIANS**

**BUSINESS OPERATING RULES &
POLICIES**

Section 11: Data Privacy Policy

August 2022 v4.0

SECTION 11: DATA PRIVACY POLICY – AUGUST 2022

. 11.1: Why does FOSYM need a Data Privacy Notice?

The Friends of Staffordshire's Young Musicians (FOSYM), and those we seek to help and support, are dependent on the generosity of our supporters as well as the goodwill and trust of the public. We are therefore committed to protecting any personal information we obtain, whether it is from visiting a website, as a financial supporter, volunteer or campaigner.

The processing of personal data (information about an individual) is governed by the UK General Data Protection Regulations 2018 (GDPR) and the data protection Act 2018. FOSYM will use any personal or sensitive data we collect from you in line with the UK GDPR which includes keeping the data up to date, storing and destroying it securely, and protecting it from loss, misuse, unauthorised access and disclosure.

The details below set out how we obtain, use, protect, and update any personal information that is provided to us, whether online, phone, text, email, letters or in other correspondence.

11.2: Who is responsible for the data FOSYM collects?

FOSYM is a Data Controller under GDPR and data collected will be processed in line with the UK GDPR by the membership secretary and charity trustees to manage FOSYM's activities. We will only send you information related to FOSYM. You can contact us at info@fosym.org if you have queries or need to change your data.

FOSYM works closely with the Music Service in Staffordshire, part of Entrust Support Services Ltd. Periodically, the Music Service may be a Data Processor on behalf of FOSYM, for example where the Music Service takes enquiries for parents or support the charity with operational administration. Entrust has its own Privacy Notice which can be found on its website – www.entrust-ed.co.uk .

The Music Service can be contacted by emailing musicservice@entrust-ed.co.uk

11.3: What data does FOSYM collect and why?

- FOSYM collects personal data from individuals who apply for membership of the charity.
- Those applying for membership are asked to provide their full name, full address, email, telephone number and signature.
- Applicants are asked to respond 'yes' or 'no' for agreement for Gift Aid.
- A statement about how the information will be used is given on the application form and applications via the website.
- By becoming a member of FOSYM you agree to receiving an invitation to the AGM, information about events during the year, volunteering opportunities, updates about the activities of FOSYM and its partner organisations, communication regarding renewal of membership and to claim gift aid, as appropriate, from HMRC
- FOSYM uses membership data to support planning and develop strategies for the Charity. No personal data is ever used in these activities.
- We will never use your data to send you marketing messages from third parties or share your data with any other organisations or individuals.
- We may use a reputable, secure third-party service such as Google Drive to store and process your data securely in accordance with your rights under GDPR.

11.4: Are there special measures for children's data?

We do not collect or store personal data about children or young people under 16. Children appearing on our website are included with the permission of parents / guardians / carers.

1.5: How long will we hold your data?

FOSYM reviews all data held on individuals every two years and removes data where we no longer have a legitimate reason to keep it. Members can request that their details be removed from the membership database at any time.

11.6: What rights do you have?

Under GDPR, you have the following rights over your data and its use:

- The right of access - you can ask to see the data we hold on you
- The right to rectification - you can ask that we update or correct your data
- The right to object - you can ask that we stop using your data for a particular purpose
- The right to erasure - you can ask us to delete the data we hold on you
- The right to restrict processing - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated.

All requests related to your rights should be made to info@fosym.org.

11.7: What will we do if anything changes?

If we need to make changes to our privacy statements or the GDPR process we will post the changes on our website www.fosym.org.uk and contact members with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

11.8: Cookies

Anonymous Analytics Cookies are generated by our website host when someone visits our site. This allows us to track how many users we have, to see what pages are visited, and how often. This can help us decide which areas of the website to develop. You can find out more about cookies and their use by looking at www.allaboutcookies.co.uk