



Friends of Staffordshire's Young Musicians.

Registered Charity Number: 1037650

Privacy Notice: v2.1

1. Introduction

Friends of Staffordshire's Young Musicians (FOSYM) (referred to as "we", "us", "our") is committed to protecting your personal data and ensuring its confidentiality and security. This privacy notice explains how we collect, use, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

We are Friends of Staffordshire Young Musicians (FOSYM) a charity registered at 375 Stone Road, Stafford, ST16 1LD. If you have any questions about this privacy notice or how we handle your personal data, you can contact us at:

Email: info@fosym.org.uk

Administration is provided by our Music Service partner; Entrust Music Service Staffordshire, c/o Entrust Support Services Ltd. The Riverway Centre, Stafford, ST16 3TH.

Email: musicservice@entrust-ed.co.uk

Telephone: 0333 300 1900

3. The Data We Collect About You

We may collect, use, store, and transfer different kinds of personal data about you, including but not limited to:

- Identity Data: [e.g., name, title, date of birth, gender]
- Contact Data: [e.g., address, email address, telephone numbers]
- Financial information: {e.g., your financial background and family income}

4. How We Collect Your Data

We use different methods to collect data from and about you, including:

Direct interactions: You may provide personal data when you fill in forms, contact us, receive grant funding from us, consent to be part of our mailing list.

5. How We Use Your Data

We will only use your personal data when the law allows us to. Most commonly, we will use your data:

- When you have given us consent for us to do so.
- To decide whether we are able to allocate grant funding to you
- For our legitimate interests, where your interests and rights do not override our interests.

6. Legal Basis for Processing

We rely on the following legal bases to process your personal data:

- **Consent:** You have given clear consent for us to process your personal data for a specific purpose.
- **Contract:** The processing is necessary for a contract with you, or because you have asked us to take specific steps before entering into a contract.
- **Legitimate Interests:** The processing is necessary for our legitimate interests or those of a third party.

7. How We Share Your Data

We may share your personal data with:

Service Providers: [e.g., teachers who are undertaking grant funded work, trustees who are making grant decisions or music service partners who are involved in the grant giving process]

8. Data Security

Access to your personal data is limited to charity employees, volunteer trustees, and specific contacts within our music service partner organisation. We are a small charity with one freelance employee and a small group of volunteer trustees. The charity does not have its own IT systems or equipment, so data is hosted on personal devices or within the music service partner organisation.

9. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of reporting requirements. In most cases, retention is limited to two years following the end of a grant funding period.

10. Your Legal Rights

You have rights under data protection laws in relation to your personal data, including the right to:

- **Access:** Request access to your personal data.
- **Correction:** Request correction of any inaccurate data.
- **Erasure:** Request the deletion or removal of personal data.
- **Objection:** Object to the processing of your data where we rely on legitimate interest.
- **Data Portability:** Request the transfer of your personal data to another party.
- **Withdraw Consent:** Where you have provided consent for the processing of your personal data, you can withdraw this consent at any time.

To exercise any of these rights, please contact us at info@fosym.org.uk

11. Changes to This Privacy Notice

We may update this privacy notice from time to time. Any updates will be posted on this page, and where appropriate, we will notify you by email or other means.

This privacy notice was reviewed by the Governance Group on 21st October 2024 and will be updated annually.

Effective Date: 21.10.2024

Review Date: October 2025