

PRIVACY NOTICE

EXETER CATHEDRAL MUSIC FOUNDATION

The Music Foundation Trustees are committed to protecting and respecting your privacy and protecting your personal information.

This Privacy Notice sets out the basis on which any personal data we collect from you, or that you provide to us is collected, stored, shared and kept secure. Please read the following carefully to understand how your personal data is processed by us.

For the purposes of data protection, the data controller is The Chair of Trustees, Exeter Cathedral Music Foundation, 1 The Cloisters, Exeter, EX1 1HS.

The processing of personal data is governed by the Data Protection Act 2018. This is the UK's implementation of the General Data Protection Regulation (GDPR).

Why we collect personal information

The Music Foundation will only collect personal data for specific legitimate purposes:

- Organisation of events held at the Cathedral or other venues across Devon
- Allowing pre- arranged admission to public events
- Ensuring the safety and security of people who work or volunteer for the Foundation
- Promotion of the work and activities of the Foundation
- For the purposes of fundraising including donors' information
- Recruitment of staff and volunteers

How personal data is collected

Generally, we receive personal data from you directly. We use appropriate methods for different situations, including, but not restricted to, website forms, email, paper documents and records of telephone calls.

What data do we collect?

Personal data is restricted to that which is required in each instance. In most cases, that will include your name and contact details- email address, home or business address and telephone number.

We may need to collect additional information:

- Payment details for individuals pre-booking tickets for an event
- Payment details and other records for people who make donations to the Foundation
- Areas of expertise for volunteers and others supporting the work of the Foundation

Who has access to your data?

We collect your information for a specific purpose and only share this information with a third party when it is appropriate and necessary to do so in order to fulfil that purpose. This typically includes:

- Helping trusted partners and suppliers involved in the organisation and delivery of events and services
- Assisting other organisations closely connected with the Foundation for example, Exeter Cathedral and the 'Friends of Exeter Cathedral'
- Fulfilling legal and statutory obligations
- Fulfilling contractual obligations

We do not sell or otherwise disclose your information to third parties (including for marketing purposes).

Keeping your personal data secure

We keep personal data for as long as it is needed for the purpose it has been collected, then it is destroyed. The actual period of time takes into account such factors as legal or regulatory requirements.

All personal data is stored securely. Paper documents are held in locked cabinets. Electronic documents are held on secure systems, protected by appropriate technical measures.

Your rights under the data Protection Act 2018

Right of access- you may request a copy of your personal data that we hold. We may charge a 'reasonable fee' to provide this data.

Right to rectification- you have the right to have personal data corrected if it is inaccurate.

Right to erasure/be forgotten- you have the right to request the deletion or destruction of personal data where there is no compelling reason for its continued processing.

Right to restrict processing- you have the right to request that processing your personal data is suppressed.

Right to object- you have the right to object to processing based on legitimate interests.

Contact details

Questions, comments, requests and complaints regarding this notice should be addressed to: musicfoundation@exeter-cathedral.org.uk

You also have the right to contact:
 The Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow, Cheshire
 SK9 5AF

Tel: 03031231113 or 01625 545745

Email: icocasework@ico.org.uk

Changes to our Privacy Notice

Any changes to our Privacy Notice will be posted on the website and, where appropriate, notified to you by email.

Version 2 23/10/2024