

## ANGEL EARLY MUSIC - PRIVACY NOTICE

The Privacy Notice for Angel Early Music (“Angel”) is set out below and tells you how we use and protect the personal data that you provide to us or that we collect about you, including when you use our website, when you participate in our events, when you attend our concerts or other events, when you apply for a grant or when you ask us for information. It also tells you about your privacy rights and how the law protects you, but nothing in this privacy notice limits your statutory rights in relation to your personal data.

### 1. Who will hold your information?

Angel Early Music, a charity registered in England under number 1169496, is the owner and operator of this website and this privacy notice is issued on behalf of Angel Early Music. The public address of Angel is Foxtons, 23 The Street, Little Waltham, Chelmsford, CM3 3NS

### 2. The information about you which we collect

2.1 The information about you which we will collect may include:

2.1.1 personal contact details such as your name, address, email address and telephone numbers.

2.1.2 details about concerts and other events in which you have expressed an interest or attended.

2.2 If you attend any of our concerts or other events we may additionally hold information related to your payment of any cost involved.

2.3 If you make a donation to Angel we will collect details of your donation and, if applicable, any associated information related to Gift Aid.

2.4 If you make an application to Angel for grant funding we will collect details of your application and may additionally collect further information to enable Angel to evaluate it and, if approved, to support your application and monitor any grant provided.

### 3. Sources of the information we hold about you

3.1 We may receive information about you directly when you submit information to us by post, email or through our website or by filling in forms downloaded from our website or indicating that you would like to join our mailing list.

3.2 If you contact us by email, telephone or in writing we may keep a record of that communication and, if you submit personal data to us during that communication, for example your contact details and your interests in our concerts and other events, we will keep a record of that information.

### 4. How we use your personal data

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

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

We do not rely on consent as a legal basis for processing your personal data. However, you have the right to restrict or object to our processing your personal data as set out in section 9 of this privacy notice.

### 5. Purposes for which we hold and use your information

5.1 We may use your information for those purposes outlined below:

5.1.1 to record your details as a person interested in attending our concerts or other events or receiving information from us;

5.1.2 to enable us to provide relevant information to you;

5.1.3 to administer and maintain our records;

5.1.4 to enable us to benefit from Gift Aid; and

5.1.5 to meet our legal obligations.

5.2 Marketing:

We may use your data to provide you with information about concerts and other events which may be of interest to you and we may contact you about these by post or email. If you no longer want us to use your data in this way, please notify us using the Contact Us form on this Website or write to us at the address below.

5.3 Aggregated Data

Your information may be aggregated with those of other website users for the purpose of statistical analysis of website usage.

## 6. Data retention periods

6.1 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 satisfying any legal, accounting, or reporting requirements.

6.2 To determine the appropriate retention period for personal data we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, as well as the applicable legal requirements.

6.3 In some circumstances you can ask us to delete your data: see 'Your Rights' below for further information.

## 7. Sharing information

7.1 We may share your personal data with the parties set out below for the purposes described above ('Purposes for which we hold and use your information').

7.2 We may disclose information to a court, regulatory body or law enforcement agency if legally required to do so;

7.3 None of these third parties will be located outside of the UK or the European Union.

## 8. Keeping information up to date and secure

8.1 If any of the information that you have provided to Angel changes, for example if you change your email address or other contact details, please let us know the correct details by sending an email to [angelearlymusic@gmail.com](mailto:angelearlymusic@gmail.com) or by writing to us at the address below.

8.2 Angel is committed to protecting the security of your personal information. We store the personal information you provide on private computer systems with limited access.

8.3 However, all information transmitted over the internet and all publicly accessible websites are susceptible to malicious practices, and we accept no liability if security is breached.

## 9. Your rights

9.1 You have certain rights under data protection legislation in relation to the information that we hold about you. These rights include the rights set out below.

9.1.1 You are entitled to request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

9.1.2 You are entitled to request that Angel stop using information about you for the purpose of marketing.

9.1.3 You are entitled to require a correction of errors in the personal information held about you. We may need to verify the accuracy of the new data you provide to us, and if we disagree that information is inaccurate you are entitled to apply to ask the court for an order that such erroneous information be rectified, blocked, destroyed or erased. This enables you to have any incomplete or inaccurate data we hold about you corrected.

9.1.4 You are entitled to request the erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

9.1.5 You are entitled to object to the processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.

9.1.6 You are entitled to request a restriction of the processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

9.1.7 You are entitled to request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

9.2 You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

9.3 We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

9.4 We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case we will notify you and keep you updated.

## 10. Age 16 & under

We do not wish to collect any personal information from children without their parents' consent. If you are under 16, please obtain consent from your parents or guardian before supplying any information.

**11. Changes to this privacy notice** If we change our privacy notice we will post the changes on this page and may place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.

## 12. Contact details for Angel

If you would like to contact us with any queries or comments regarding our privacy notice, please send an email to: [angelearlymusic@gmail.com](mailto:angelearlymusic@gmail.com) or write to: Angel Early Music, Foxtons, 23 The Street, Little Waltham, Chelmsford, Essex, CM3 3NS. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.