



FINDING RHYTHMS PRIVACY NOTICE

This privacy notice tells you what to expect us to do with your personal information.

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CONTACT DETAILS

Telephone - **0208 125 4950**

Email - **info@finding-rhythms.co.uk**

WHAT INFORMATION WE COLLECT, USE, AND WHY

We collect or use the following information from participants of our music production projects:

- Names and contact details
- Addresses
- Date of birth

- Emergency contact details
- Next of kin details
- Photographs or video recordings
- Information about support requirements

We also collect or use the following special category data from participants of our music production projects:

- Criminal offence data
- Health information (including medical conditions, test results, allergies, medical requirements, disability status and medical history)
- Gender
- Ethnicity

We collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Taxpayer information (for Gift Aid purposes)

We collect or use the following personal information for service updates or marketing purposes:

- Names and contact details
- Marketing preferences

We collect or use the following personal information for recruitment purposes:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (eg basic checks and higher security clearance)

LAWFUL BASES AND DATA PROTECTION RIGHTS

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

If you make a request, we must respond to you without undue delay and in any event within one month.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information from participants of our music production projects:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time:
 - In order to refer you to a place on our music programme, your probation officer may provide data on your behalf if you have given them prior consent to share your details.

Our lawful basis for collecting or using personal information to receive donations or funding and organise fundraising activities are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful basis for collecting or using personal information for service updates or marketing purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful basis for collecting or using personal information for recruitment purposes are:

- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - o In order to offer work to employees and freelancers we collect and store certain data

WHERE WE GET PERSONAL INFORMATION FROM

- Directly from you
- Partners including probation officers and prison staff

HOW LONG WE KEEP INFORMATION

- Donor / supporter data: up to 7 years or sooner if you request we delete your data
- All other personal data: up to 7 years or sooner if you request we delete your data

WHO WE SHARE INFORMATION WITH

Others we share participant information with:

- The Kings Trust
- Koestler Arts
- Youth Music
- Trailblazers

HOW TO COMPLAIN

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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