

## Glasgow Music Festival Association - Privacy notice

Glasgow Music Festival Association is a Scottish charity, number SC008919. It is an unincorporated association, established to promote and develop interest and participation in performing arts. It is managed by a team of trustees.

The Trustees of Glasgow Music Festival Association ("the Trustees", "we", "us", "our"), acting on behalf of Association Members, process personal data of Association Members, donors and benefactors to maintain the function of Association, and to further its objectives. For all but one of our processes, the pursuit of these legitimate interests provides the lawful basis for our processing of personal data. For one process, consent is the lawful basis and that process is clearly identified below. The Trustees are the data controller.

This notice explains what data we collect and what we do with it. We collect only the personal data we require, and take reasonable and appropriate steps to keep it secure and to use it only as described in this privacy notice. Save as may be required by law, we do not share personal data we collect other than in the limited circumstances which are set out in this notice. The final section of this notice provides details of the rights that every person has in respect of our processing of their personal data, and also explains how to contact us. In that section, "you" and "your" refer to people in respect of whom we process personal data.

We collect names and contact details of Association Members from membership applications completed by them. We use this data to maintain the memberships and to fulfil our obligations to members. If an Association Member is also a Trustee of the Association, we share contact details of Trustees with fellow Trustees for governance purposes. Where a Trustee undertakes a role that requires communication with other parties, the Trustee's name and relevant contact details may be shared appropriately in order for that communication to take place in the manner intended.

The support of Association members may be acknowledged in a list of members' names published in Festival programmes. Any member who does not wish their name included in this list must advise the Membership Administrator.

We collect the names and contact details of donors for the purpose of privately acknowledging donations and, in cases where the donor requires it, for providing information and/or submitting an application for a donation. For sponsorships and for certain other types of donations, the name of the donor may be included in published acknowledgements. The consent of the donor will always be obtained before an acknowledgement is published. A donor may withdraw consent at any time by notifying us.

Any bank account or payment card data provided to us in connection with a membership subscription or a donation will be used for the sole purpose of effecting payment(s) of the subscription or donation. This may require communication of the bank account or payment card data and other personal data to the designated bank or to another party authorised to receive such information for this purpose.

Where a member or donor completes a Gift Aid declaration we will keep a record of the declaration and we may provide personal data to Her Majesty's Revenue and Customs for the purpose of making Gift Aid claims.

At any time, a member may advise the Membership Administrator, Festival Secretary or General Secretary that the membership is to terminate. If a member terminates membership, we will remove their contact details, and any bank details that may have been provided, from our automated and manual filing systems.

### Your rights under data protection law

We recognise and respect that you have a right to request:

- a copy of your personal data held by us;
- that we correct any errors in your personal data that we hold;
- that we restrict processing of your data; and
- that we erase your data from our automated and manual filing systems.



**Your rights under data protection law** (continued)

You also have a right to object to our processing of your personal data.

You have a right to lodge a complaint with the Information Commissioner's Office. The Information Commissioner's Office can be contacted at [www.ico.org.uk](http://www.ico.org.uk) or by telephone on 0303 123 1113. The postal address is: Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW, SK9 5AF

If you do have a concern about our processing we would hope that, if appropriate, you would raise it with us in the first instance.

If you wish to contact us about any matter related to this notice, please contact the Festival Secretary, Laura McEwan. She may be contacted by email, [info@glasgowmusicfestival.org](mailto:info@glasgowmusicfestival.org), or by post at

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