

## **UNIVERSITY MUSIC PRIVACY NOTICE**

This page provides information about how the University uses your personal data when you apply to be and/or are a member of University Music. It supplements the page on the University's website: [‘Your Privacy: Data Protection – How the University Uses Your Data’](#).

It is important that the personal information we hold about you is accurate and current. Please keep your personal information updated during your membership of University Music.

### **What personal data will be processed?**

- The details provided to us when you applied for, or requested the continuation of your, membership of University Music, including:
  - Your name and date of birth.
  - Your preferred pronouns
  - Your contact details, including your email address and correspondence address.
  - Your School /Department (University staff members and students only).
  - Your instrument and/or voice type.
  - Your grade achieved and performing level in your instrument and/or voice type.
- A photograph of you.
- Details of your Committee positions and participation in Ensembles including audition forms completed by you in respect of any Auditioned Ensemble.
- Information about you contained within the minutes of Committee meetings and general meetings.
- Information relating to payment of membership subscriptions.
- Information regarding any reasonable adjustment plan and/or additional educational or pastoral needs put in place by the University for you and provided to University Music to ensure that any relevant available support is put in place in connection with your membership.
- Details of any involvement by you in:
  - Procedures overseen by the University and brought under the constitution of University Music (including any investigation into your conduct or into any complaint made by you regarding another member's conduct).
  - Any procedures overseen by the University brought under its rules, regulations, policies, procedures, codes of practice and other legislation - including misconduct, Fitness to Practise, and other disciplinary proceedings - which are relevant to your membership of University Music.

### **What is the purpose of the processing?**

The University will process your personal data for the following purposes:

- Administering the activities of University Music and its Ensembles.
- Considering applications for and enabling your membership of University Music including participating in its Ensembles' rehearsals and concerts, any competition organised by it, and any other social and other events overseen by it.
- Ensuring effective communications with you (including information about forthcoming concerts and music-based events/projects co-ordinated by the University's Music and Concerts team).
- Maintaining University Music's financial records.
- Maintaining a formal record of University Music's committee meetings and general meetings and activities.
- Undertaking research into University Music's activities.
- Fulfilling and monitoring compliance with the University's legal responsibilities, for example, under equalities, immigration and public safety legislation.
- Managing investigations into the conduct of members of University Music.
- Managing any complaint, comment or concern raised by you in connection with the University's administration of University Music.

### **What is the legal basis of the processing?**

We consider the processing of your personal data for these purposes to be necessary for:

- Compliance with the University's legal obligation under University Music's constitution to administer its and its Ensembles' activities, and any other relevant legal obligations (e.g. equal opportunities monitoring).
- The performance of tasks the University carries out in the public interest (e.g. teaching and research).
- The pursuit of the legitimate interests of the University, its students or external organisations (e.g. to enable your access to external services).
- Archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

If we require your consent for any specific use of your personal data other than as set out in this privacy notice, we will ask for it at the appropriate time, explaining why we are collecting the personal data and how we will use it: you can withdraw this consent at any time.

We do not use your personal data to carry out any wholly automated decision-making that affects you.

### **Who will your personal data be shared with?**

Within the University, your personal data is shared with only those University staff members and University Music Committee members who need access for the purpose of:

- Administering the activities of University Music and its Ensembles in accordance with University Music's constitution.
- If you are a University staff member or a student, administering any procedure arising from the University's rules, regulations, policies, procedures, codes of practice and other legislation.

Outside of the University, your personal data is shared as is necessary, on a considered and confidential basis, with several external organisations which assist with processing your information. These organisations act on our behalf in accordance with our instructions and do not process your personal data for any purpose over and above what we have asked them to do. We make sure we have appropriate contracts in place with them. Sometimes your personal data is processed by these organisations outside the European Economic Area (for example, because they use a cloud-based system with servers based outside the EEA), and if so, we make sure that appropriate safeguards are in place to ensure the confidentiality and security of your personal data.

We do not share your personal data with external organisations for marketing their products or services. We do not sell your personal data to third parties under any circumstances or permit third parties to sell on the personal data we have shared with them.

### **How long is your personal data kept?**

Your personal data is kept for the duration of, and for a period of 2 years following the expiry of, your membership of University Music provided that, if in the academic year(s) immediately subsequent to the academic year in which your membership expired, you request the continuation of your membership, the period of 2 years shall be extended by each such occasion of continuation by a period of 1 year.

### **Your rights in relation to your personal data.**

Details about your rights are set out on the website page '[Data Protection – How the University Uses Your Data](#)'. This also explains how to ask any questions you may have about how your personal data is used, exercise any of your rights or complain about the way your personal data is being handled.

### **Are changes made to this webpage?**

This privacy notice is effective from 1 July 2024 and was last updated on 1 July 2024. It is reviewed when necessary and at regular intervals. Any changes will be published here and you will be notified by email, or as appropriate.