



Definitions

Love Music means Love Music Productions Ltd, a registered charity.

GDPR means the General Data Protection Regulation.

Responsible Person means the Managing Director of Love Music Productions Ltd.

Register of Systems means a register of all systems or contexts in which personal data is processed by Love Music Productions Ltd.

1. Data protection principles

Love Music is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. General provisions

This policy applies to all personal data processed by Love Music.

It sets out the framework and principles within which compliance with the procedures, processes and responsibilities contained in the Love Music Privacy Policy and the Love Music Privacy Statement – Volunteers & Freelance Individuals, and all Love Music's other



policies and procedures, is undertaken.

The Managing Director shall be responsible for Love Music's compliance with this policy.

This policy shall be reviewed at least annually.

Love Music shall register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

To ensure its processing of data is lawful, fair and transparent, Love Music shall maintain a Register of Systems.

The Register of Systems shall be reviewed at least annually.

Individuals have the right to access their personal data and any such requests made to Love Music shall be dealt with in a timely manner.

4. Lawful purposes

All data processed by Love Music must be done on one of the following lawful bases:

- consent
- contract
- legal obligation
- vital interests
- public task
- legitimate interests

[More information is available here on the ICO website](#)

Love Music shall note the appropriate lawful basis in the Register of Systems.

Where consent is relied upon as a lawful basis for processing data then evidence of opt-in consent shall be kept with the personal data.

Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in Love Music's systems.

5. Data minimisation

Love Music shall ensure that personal data is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

6. Accuracy

Love Music shall take reasonable steps to ensure personal data is accurate.

Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date by asking data subjects whether there have been any changes.



7. Archiving / removal

To ensure that personal data is kept for no longer than necessary, Love Music shall put in place an archiving policy for each area in which personal data is processed and will review this process annually.

The archiving policy shall consider what data should/must be retained and for how long and why.

8. Security

Love Music shall ensure that personal data is stored securely using appropriate software that is kept up to date.

Access to personal data shall be limited to personnel who need access to it and appropriate security will be in place to avoid unauthorised sharing of information.

When personal data is deleted this should be done safely so that the data is irrecoverable.

Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Love Music shall promptly assess the risk to the individual's rights and freedoms and if appropriate report this breach to the ICO.

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