

Love Music Data Protection Policy



Last reviewed: Dec 2024, Review due: 1st Apr 2026

Definitions

The Act means the Data Protection Act 2018.

Data Protection Laws means the UK GDPR and The Act

ICO means Information Commissioner's Office.

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

UK GDPR means the UK General Data Protection Regulation.

Personal Data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Responsible Person means the Managing Director of Love Music.

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

1. Introduction

Love Music creates and enhances opportunities for people to enjoy the social and personal benefits of inspirational music making in their own community. This includes producing a portfolio of adventurous participatory projects through which people can come together with musicians in a professional setting and participate in inspirational and life-enhancing music-making. It also includes providing training, resources and events to strengthen the community music sector and to support its leaders and teachers.

In order to fulfil these purposes, it is necessary for Love Music to hold certain personal data. Love Music is committed to processing data in accordance with its responsibilities under Data Protection Laws.

Types of data processed and held by Love Music include financial records of donations of individuals, consents for media capture of participants at events, and details of which events participants have taken part in.

2. Data protection principles

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

- processed lawfully, fairly and in a transparent manner in relation to data subjects ("**lawfulness, fairness and transparency**");
- 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 (“purpose limitation”);

- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed (“**data minimisation**”);
- 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 (“**accuracy**”);
- 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 UK GDPR in order to safeguard the rights and freedoms of individuals (“**storage limitation**”); 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 (“**integrity and confidentiality**”);
- Love Music is also responsible for, and must be able to demonstrate, compliance with the above Principles (“**accountability**”).

3. General provisions

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

It sets out the framework for compliance with data protection law and is consistent with the procedures, processes and responsibilities contained in the Love Music Privacy Policy and the Privacy Statement Freelancers & Volunteers, and all other policies and procedures of Love Music.

The Responsible Person shall be responsible for compliance with this policy.

This policy shall be reviewed each year on 1 March which failing another suitable date within that year.

4. Lawful, fair and transparent processing

To ensure its processing of personal data is lawful, fair and transparent, Love Music shall maintain a record of processing. This shall include the type of personal data processed, the purposes of such processing and details of any third parties with whom data may have been shared. This shall also include a Register of Management Information Systems.

The Record of Processing shall be reviewed in conjunction with the annual review of this Policy.

5. Rights of Data Subjects

Data Subjects have rights to:

- (a) receive certain information about Love Music’s processing activities;



- (b) request access to their personal data that we hold;
- (c) prevent our use of their personal data for direct marketing purposes;
- (d) ask us to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- (e) restrict processing in specific circumstances;
- (f) challenge processing which has been justified on the basis of our legitimate interests or in the public interest;
- (g) object to decisions based solely on automated processing, including profiling;
- (h) prevent processing that is likely to cause damage or distress to the data subject or anyone else;
- (i) where processing is based on consent, withdraw consent to processing at any time;
- (j) be notified of a personal data breach which is likely to result in high risk to their rights and freedoms;
- (k) make a complaint to the ICO; and
- (l) in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine readable format. The identity of an individual requesting data under any of the rights listed above should be verified before disclosing any personal information

6. Lawful purposes

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

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

More information is available on the ICO website: <https://ico.org.uk>

Love Music shall record the appropriate lawful basis in its record of processing.

Where consent is relied upon as a lawful basis for processing personal data, evidence of opt-in consent from the data subject shall be obtained and stored with their 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 shall be in place to ensure such revocation is reflected accurately in Love Music's information management systems.

7. 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.

8. Accuracy

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

Love Music have systems in place to ensure that personal data is kept up to date. This shall include regular review of databases containing personal data about data subjects and making contact with them to ascertain whether there have been any changes in personal data about them held by Love Music.

9. Archiving / removal

To ensure that personal data is kept for no longer than necessary, Love Music has an archiving policy for each category of personal data processed and shall review this process annually.

The archiving policy shall include a data retention schedule setting out what type of personal data shall be stored and the period of time for which it shall be retained.

10. Security

Personal data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

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

Access to personal data shall be limited to personnel who need access to it for legitimate business purposes and appropriate security measures, both technical and organisational, shall be in place to avoid unauthorised processing of personal data.

When personal data is deleted or disposed of this shall be done in a secure manner so that the data is irrecoverable and will not become available to unauthorised third parties.

Appropriate back-up and disaster recovery solutions shall be in place in respect of such personal data.

11. Personal Data Breach

In the event of a failure in security of our systems leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data ("a personal data breach"), Love Music shall promptly assess the risk to the individual's rights and freedoms and, where appropriate, report any personal data breach to the ICO within 72 hours of becoming aware of the breach.

Love Music shall keep a record of all such data breaches, irrespective of whether they are reportable to the ICO or not.

More information is available on the ICO website at this link: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches>