

The Music Therapy Charity

Privacy Policy

OUR CONTACT DETAILS

Name: The Administrator
Address: 26 Fitzroy Square, London W1T 6BT
E-mail: info@musictherapy.org.uk

THE TYPE OF PERSONAL INFORMATION WE WILL COLLECT

We currently collect and process the following information:

- Name, address, email address, phone number
- Grant applications
- Bank details for grantees

HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

The personal information we process is provided to us directly by you for one of the following reasons:

- So that we can keep you updated with news and events/fundraising activities
- So that we can process grant applications

We use the information that you have given us in order to let you know about:

- The availability of grants
- Events/fundraising activities

We will not share this information with other organisations or individuals.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

Your consent. You are able to remove your consent at any time. You can do this by contacting The Data Controller of the Music Therapy Charity at info@musictherapy.org.uk

HOW WE STORE YOUR PERSONAL INFORMATION

Your information is securely stored on our server and backed up on iCloud.

We keep your contact details for as long as you are happy for us to do so. We store all information electronically and, if you ask us to do so, we will dispose of your information by deleting it from our records immediately (except in the case of grant recipients for whom we reserve the right to retain records for as long as required in order to fulfil our regulatory obligations).

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@musictherapy.org.uk or 26 Fitzroy Square, London W1T 6BT if you wish to make a request.

HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at info@musictherapy.org.uk or 26 Fitzroy Square, London W1T 6BT.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>