

PARAGON MUSIC TRUST

PRIVACY POLICY

This Privacy Policy sets out how we use and protect any information that we hold while delivering our charitable purposes. It applies to data shared online, stored in computer systems or in hard copy.

The personal data, in any format, that we collect, and hold is important to us and is handled in accordance with this Policy. We are committed to ensuring that your privacy is protected. Where we ask you to provide information by which you can be identified when using any of our services, you can be assured that it will only be used in accordance with this Privacy Policy. We will always explain clearly what data we are collecting about you and why. We will only collect data we need to improve and deliver our services to you; and to meet our responsibilities to you.

About us

Paragon Music Trust is a Bristol based unincorporated charitable association. Our registered charity number is 280203. Our charitable purpose is the advancement of music performed by amateur and professional musicians resident in any of the four unitary authorities in the Bristol region: City of Bristol, South Gloucestershire, North Somerset and Bath & North East Somerset, by offering financial support in accordance with the grant giving policy agreed from time to time by the Trustees. Financial support may be in the form of either a grant or a guarantee against loss.

Paragon Music Trust is the Data Controller and Data Processor of the information that you provide when applying to us for financial support.

For all queries relating to this Privacy Policy and our handling of personal data please contact secretary@paragonmusictrust.co.uk.

What we collect

We currently collect and process the following information:

- name
- company or organisation name and address
- contact email address and telephone numbers
- your credit card and /or bank details
- enquiries and contacts you have made to us
- photographs of performances
- home or work address
- date of birth
- career details and current qualifications
- skills and interests
- details to enable expenses processing
- user name and password you use to sign in
- the IP address you use to log in

How we get the personal information and why we have it

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

- you have applied for financial support from us
- you are a trustee or member of the charity
- you are providing services to Paragon Music Trust

How we use the information we collect

We use the information that you have given us:

1. Where it is necessary for our **legitimate interests** and you would reasonably expect us to use the information. This will include:
 - a) To review and process your application for financial support (we may share your information with our bank for the purposes of making a payment to you)
 - b) For internal record keeping and our annual accounts and reporting
 - c) To contact you with updates and information about meetings and activities that may be relevant to you
 - d) To seek your views or comments on our services
2. When we need to perform services relating to a **contract** we have entered into with you, this could include carrying out our obligations arising from any contracts entered into by you and us.
3. We may also use your personal information in the following situations, which are likely to be rare:
 - a) Where we need to comply with a **legal obligation**.
 - b) Where we need to protect your **vital interests** (or someone else's interests).

How we store your personal information

Your information is securely stored in the UK. We take measures to ensure that your data remains protected at all times to the standard imposed by the UK General Data Protection Regulation.

Unfortunately, no data transmission or storage system is completely secure. If you feel that the security of your interaction with us has been compromised, please contact us immediately. If such a disclosure does occur, we will contact you as soon as possible to explain what has happened and take all steps required to meet our obligations under the legislation and in accordance with our data breach handling procedures.

How long we hold your Information

Paragon Music Trust has a number of obligations to keep the data that you provide us. These include ensuring that transactions are processed correctly, maintaining accurate historical and audit records, and complying with the laws and rules that apply to us and to our service providers. Your data is not held for longer than is necessary. We hold the information that you provide to us while you are involved actively in our charity, and when you register for our services. When you no longer connected to Paragon Music Trust, we may keep certain data to meet our obligations but for no longer than required or permitted by law.

Links to other websites

Our website may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website. We cannot be responsible for the protection and privacy of any information which you provide when visiting such sites and such sites are not governed by this privacy policy. You should be careful and look at the privacy policy applicable to the website in question.

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 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 secretary@paragonmusictrust.co.uk 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 secretary@paragonmusictrust.co.uk.

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

The ICO's address is:

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

Helpline number: 0303 123 1113

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