

EPTA UK Privacy Policy

This privacy policy explains the uses that we make of the personal data that we collect about you. In common with most organisations, in order to undertake our activities, we do need to use certain personal data – for example, to contact members and to provide assistance, as described in this privacy policy. Please read this privacy policy in full to understand all of the uses made of your personal data.

There are some terms which will assist with your review of this privacy policy, as set out below:

- ‘controller’ is a company that decides the purposes for which your personal data will be used.
- ‘personal data’ means any information from which an individual can be directly or indirectly identified.

Who is covered by this privacy policy?

This privacy policy applies to:

- EPTA UK members;
- anyone completing an application form to join EPTA UK;
- anyone participating in, or attending, an EPTA UK event (whether hosted or sponsored by EPTA UK) including presenters, adjudicators and performers; and/or
- anyone that otherwise contacts or transacts with EPTA UK or provides us with personal data.

Your Personal Data

- EPTA (UK) Ltd is the controller of your personal data. Our company registration is 01945055 and our address is: 4 Guildford Road, Dukinfield, Cheshire SK16 5HA.
- If you have any questions about this privacy policy or our use of personal data, please contact us using the details set out under the heading ‘Contact us’ below.

What personal data do we collect?

a) Information which you provide to us

We collect and store any personal data which you provide to us, which is required for the purposes of EPTA UK - for example, when you send us an email, provide personal data to us on the telephone or register to participate in an EPTA UK event. Please notify us if any of the personal data which you provide to us, for example, your address, changes so that we can ensure that the details which we hold are accurate and up to date.

The types of information which are routinely provided to us in this way are:

- Name
- Address
- Email address
- Date of birth
- Bank details
- Education details and qualifications
- Employment history
- Information contained in a “member bio” which members upload on our website.

Please bear in mind that in any free text field, such as an email, you may provide us with personal data which is not listed above. Where this is the case, we may collect and use such personal data if it is relevant to the purposes for which we use personal data, as further detailed below.

b) Information which is captured in filming or photography

For certain purposes of EPTA UK we may need to record, film and/or photograph client, students and associates. In the course of such activities, we may capture images of you.

Why we need it

We use the personal data which we collect from you for the following purposes:

- to respond to enquiries made through our website;
- to receive and review applications for membership of EPTA UK;
- to take membership payments from members of EPTA UK;
- the administration of EPTA UK;
- to maintain accounts and for record keeping;
- to provide assistance to our members;
- to promote the services and aims of EPTA UK; and
- to support and manage our associates and trustees.

We use personal data which is captured during filming or photography for the following purposes:

- for safety and security purposes;
- to maintain a record of performances; and
- for adjudication purposes.

The legal basis on which we process your personal data

Under data protection laws we are required to justify all processing of personal data by reference to specific and limited permitted ground for processing personal data which are set out in the relevant legislation. We describe below the grounds which we rely upon to process your personal data below.

- Personal data which you provide to us and personal data which is captured during filming or photography
 - We use this personal data on the grounds of '**legitimate interests**' which are not overridden by your interests or fundamental rights and freedoms. Our legitimate interests principally include:
 - Operating a charity supporting music teachers and music education;
 - Communicating with our members and third parties;
 - Participating and organising events that are relevant to the charity's aims; and
 - For administrations and record keeping purposes.
- We obtain consent where we process personal data which relates to medical conditions or special educational needs. Please note that you are legally entitled to withdraw any consent which you have given to us at any time by contacting us using the details set out under "How to contact us" below.

Providing your personal data to certain third parties

All the personal data we hold about you will be processed by the EPTA UK team. Some member details will be sent to the Regional Organiser for your area. Some information may also be shared with the following third party organisations as needed for the operations of EPTA UK:

- Accounting Software company
- Accountant
- Bank
- DBS checking service
- Direct Debit company
- Email campaign company
- Mailing house

We may provide your personal data to other third parties where there is a legal obligation for us to do so.

Where we share your personal data with third parties, we will take all reasonable steps to ensure that your personal data is processed securely.

How long we keep it

Membership information is kept for the duration of membership and for a maximum of two years if your leave EPTA UK. We will keep other personal data for a maximum of 2 years, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. If you consent to marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information.

Your rights and responsibilities

You have certain rights in relation to the personal data we hold about you under data protection laws. We summarise these rights in the table below. If you wish to exercise any of these rights, please direct your request in accordance with the contact details set out under “How to contact us” below.

More information about your rights can be found on the Information Commissioner’s website at www.ico.org.uk

Relevant right	Description
Right of access to your personal information	You have the right to receive a copy of the personal data that we hold about you and information about how we use it, subject to certain exemptions.
Right to rectify your personal information	You have the right to ask us to correct the personal data that we hold where it is incorrect or incomplete.
Right to erasure of your personal information	You have the right to ask that your personal data be deleted in certain circumstances. For example (i) where your personal data is no longer necessary in relation to the purposes for which they were collected or otherwise used; (ii) if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal data; (iii) if you object to the use of your personal data (as set out below); (iv) if we have used your personal data unlawfully; or (v) if your personal data needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal information	You have the right to suspend our use of your personal data in certain circumstances. For example (i) where you think your personal data is inaccurate and only for such period to enable us to verify the accuracy of your personal data; (ii) the use of your personal data is unlawful and you oppose the erasure of your personal data and request that it is suspended instead; (iii) we no longer need your personal data, but your personal data is required by you for the establishment, exercise or defence of legal claims; or (iv) you have objected to the use of your personal data and we are verifying whether our grounds for the use of your personal data override your objection.
Right to data portability	You have the right to obtain your personal data in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies where the use of your personal data is based on your consent or for the performance of a contract, and when the use of your personal data is carried out by automated (i.e. electronic) means.
Right to object to the use of your personal information	You have the right to object to the use of your personal data in certain circumstances. For example (i) where you have grounds relating to your particular situation and we use your personal data for our legitimate interests (or those of a third party); and (ii) if you object to the use of your personal data for direct marketing purposes.
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal data.
Right to complain to the relevant data protection authority	You have the right to complain to the relevant data protection authority, which is in the case of EPTA (UK) Ltd, the Information Commissioner's Office, where you think we have not used your personal data in accordance with data protection law.

How to contact us

If you have any questions about this Privacy Policy or our use of your personal data, or you wish to exercise a right under data protection laws (as summarised above) please contact Carole Booth at admin@epta-uk.org

Changes to this policy

This privacy notice will be periodically reviewed and updated where necessary and the latest version will be available at www.epta-uk.org.

Date of last review: March 2021