

The British Kodály Academy

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The British Kodály Academy (BKA) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. What data will we collect?

For membership of the BKA, and for attendance at a course, data will be collected as specified on the relevant application form. For orders in the Bookstore, data will be collected to enable both the despatch of the order and communication between the BKA and the customer, as specified on the order form.

For Tutors from abroad, who are not BKA members, we will retain contact details.

4. How do we process your personal data?

The British Kodály Academy complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public, in various regions of the UK, by running courses open to all, as specified in our constitution.
- To promote the interests of the charity;
- To administer membership records and all purposes connected with the legitimate running of the organisation, including the processing of Gift Aid information;
- To maintain our own accounts and records;
- To inform the membership of news, events, activities and courses;
- To inform interested parties who have consented to be on our e-lists of activities and courses;
- To enable us to process applications to our courses;
- To enable us to provide positive and meaningful learning experiences for personal and/or professional development;
- To process the orders for materials in the Bookstore;
- To make contact with visiting tutors from abroad, who are not BKA members;
- To communicate with each other in committees;

5. What means will we use for communication?

We will use postal addresses; telephone when necessary, including mobile phone; email, including for example, Mail Chimp. Your contact preferences can be selected on your Consent Form.

6. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and courses and for all purposes connected with the legitimate running of the organisation;
- Explicit consent of the data subject so that we can record your progress during a period of study with the BKA;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, or in fulfilling the contract between the BKA and the customer purchasing resources, or between the BKA and the applicant booking a place on a course.
- Processing is carried out by a not-for-profit body with a philosophical aim provided: i) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and ii) there is no disclosure to a third party without consent.

7. Sharing your personal data

Your personal data will be treated as strictly confidential and will be held for the legitimate running of the BKA. It will only be shared with other members of the BKA in order to carry out communication between BKA members, or for other purposes connected with the BKA. We will only share your data with third parties outside of the BKA with your consent.

[A Membership Directory will be available in the Members' section of the website and you will be asked on your membership application form whether you consent to having your details published in this and available solely amongst the BKA membership. Your address will be flagged on the BKA members' map, also available solely for BKA members.]

We will only share your data with third parties outside of the BKA with your consent but note that for administration purposes we share data with some third party organisations:

- Email provider – Namesco Webmail
- Email Marketing Company - Mailchimp
- Cloud Storage – Google Suite (membership spreadsheets)
- Video sharing website – Vimeo
- Web Hosting Provider – Namesco

- Printing Company who prepare address lists for posting, for example, the Newsletter;
- HMRC for matters relating to Gift Aid.

8. How long will we keep your personal data¹?

We will keep your personal data for a period of six years from the time at which you supply the data. The contact details of Tutors from abroad, who are not BKA members, will be kept for six years.

For purchases in the Bookstore, we will keep your contact details for one year. (Card details will be securely destroyed immediately after processing.)

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed;
- The right to request a copy of your personal data which the BKA holds about you;
- The right to request that the BKA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the BKA to retain such data; The right to object to data being held for marketing purposes (where applicable). [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to restrict the processing of personal data, i.e. the BKA can store the data but not process it *e.g. in the event of a dispute*
- The right of erasure whereby you request the BKA to delete your data;
- The right for your data not to be held by automated means: you can request human intervention
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right to lodge a complaint with the Information Commissioners Office.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to any new processing.

Board of Trustees
British Kodály Academy, May 2018