



The Jersey Music Association (“the Association”) is registered as a Controller under the Data Protection (Jersey) Law 2018, as we collect and process personal information about you. We process and hold your information in order to undertake our functions and to provide our services. This notice explains how we use and share your information. We will regularly review this privacy notice to ensure it reflects any changes to our services and responds to feedback from our service users, as well as to comply with changes to the Law.

Information may be collected on paper, by e-mail or telephone, by a member of the Association or by means of an online form. We collect the following types of information about you:

- Name
- E-mail address
- Confirmation of whether or not you are aged 18 or over
- Name of your musical organisation and your role within that organisation
- Whether you are a professional or amateur musician
- Your musical interests or activity

Why do we collect information about you?

We need to collect and hold information about you in order to:

- Handle your (or your organisation’s) application for membership of the Association
- Stay in touch with you
- Answer your queries
- Carry out the services we provide for the Association’s members

How will we use the information about you?

We will use the information you provide in a manner that conforms to the Data Protection (Jersey) Law 2018. We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please ask to see our retention schedule for more detail about how long we retain your information.

We may not be able to provide you with a service unless we have enough information or your permission to use that information. We will not pass any personal data on to anyone outside of the Association, other than those who either process information on our behalf, or because of a legal or statutory requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We will not disclose any information that you provide ‘in confidence’ to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk. You will be told about this unless there are exceptional reasons not to

do so. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Your rights

- You can ask us to stop processing your information. You have the right to request that we stop processing your personal data in relation to any of our services. However, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.
- You can withdraw your consent to the processing of your information. When you have given your consent to process your information, you have the right to withdraw your consent to the further processing of your personal data. However, this may cause delays or prevent us delivering a service to you. We will always seek to comply with your request but we may be required to hold or process your information in order to comply with a legal requirement.
- You can ask us to correct or amend your information. You have the right to challenge the accuracy of the information we hold about you and request that it is corrected where necessary. We will seek to ensure that corrections are made not only to the data that we hold but also any data held by other organisations/parties that process data on our behalf.
- You can request that the processing of your personal data is restricted. You have the right to request that we restrict the processing of your personal information. You can exercise this right in instances where you believe the information being processed is inaccurate, out of date, or there are no legitimate grounds for the processing. We will always seek to comply with your request but we may be required to continue to process your information in order to comply with a legal requirement.
- You can ask us for a copy of the information we hold about you. You are legally entitled to request a list of, or a copy of any information that we hold about you. However where our records are not held in a way that easily identifies you, we may not be able to provide you with a copy of your information, although we will do everything we can to comply with your request.

If you have questions about information in this privacy notice or your rights you can contact jerseymusicassociation@gmail.com

Complaints

You can complain to us about the way your information is being used. If you have an enquiry or concern regarding the processing of your personal data please contact jerseymusicassociation@gmail.com

You can also complain to the Information Commissioner about the way your information is being used. The Office of the Information Commissioner can be contacted in the following ways:

Telephone: +44 (0)1534 716530

Email: enquiries@dataci.org

Post: Office of the Information Commissioner One Liberty Place, Liberty Wharf, St Helier, Jersey, JE2 3NY

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