



## Privacy Document

### Deal Music & Arts Limited Respects Your Privacy

Registered Office: The New Barn, Mill Lane, Eastry, Sandwich, Kent CT13 0JW

We are a Registered Charity, and our registration number is 1100003

We comply with the Data Protection Act 1998, and electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations (PECR). We are also taking all necessary steps to comply with the European General Data Protection Regulation which comes into effect in May 2018.

1. We collect the personal data that you provide when you enrol as members of the **Friends of Deal Music & Arts**. Personal information that we collect is:
  - Your name and title
  - Postal address, email and telephone number
  - Category of membership and the amount you have paid by subscription and donation
  - Current membership status
  - Gift aid status.
2. We also collect and hold information about any contact you have with us if you purchase tickets, enquire for information, or complete a marketing or feedback questionnaire.

Personal information that we collect includes

- Your name
- Address
- Email
- Telephone number.

When we ask you to provide your personal information we will let you know why we are requesting it and how we will use your data, by directing you towards this notice.

Depending on your relationship with Deal Music & Arts, data that we hold may be used by us

- To send you promotional, marketing and fundraising information by post or electronic means. These types of communications can include:
  - News and updates about cultural and educational events organised by Deal Music & Arts
  - Information about events organised by organisations with which Deal Music & Arts has a close relationship.
  - Other relevant communications based upon your relationship with Deal Music & Arts.

We understand that your personal information and privacy are important to you. We make every effort to ensure that the information you share with us is recorded accurately, retained

securely and used only according to your wishes. We protect your personal information and adhere to all current data protection legislation with respect to protecting privacy. We do not give out, sell or trade our mailing list data with third parties.

If you choose to terminate your membership of the Friends organisation, or it lapses despite renewal reminders, all your data will be deleted from our membership records within 3 years of your advising us or of your membership lapsing. However your email address will remain on our marketing database unless you request that this should be deleted.

The information you provide will be used to keep you informed about the events and activities organised by Deal Music & Arts. If at any time you no longer wish to receive communications from us, and this includes Friends renewal reminders, simply contact us by email at [irondraw@btinternet.com](mailto:irondraw@btinternet.com) or write to Mrs W Cooper, 49 Barton Mill Road, Canterbury CT1 1BP.

3. Our Education Department maintains comprehensive confidential information relating to children, young people and adults who take part in our Education Projects.

Personal information that is retained includes

- Full Name
- Guardian/parent's name (if applicable)
- Address, email, phone number
- Age
- Gender
- Ethnicity
- School/ college/ university/ occupation
- Special educational needs
- Free school meals eligibility

The information is used to monitor and assess academic progress and is the basis for anonymised statistical reports for schools, funders and Trustees of Deal Music & Arts.

DBS information relating to tutors working for Deal Music & Arts is retained.

All data relating to Educational work undertaken by Deal Music & Arts is kept strictly confidential and can be accessed only by the Education Director, Education Administrator and the Festival Manager.