



# Lancaster Community Music Trust

c/o 4 Fairfield Close, Lancaster, LA1 5NT

Website: [www.lcmt.org.uk](http://www.lcmt.org.uk)

Email: [info@lcmt.org.uk](mailto:info@lcmt.org.uk)

## Lancaster Community Music Trust (LCMT) Privacy Policy

Whenever LCMT collects data, we will state why we are collecting it and what it will be used for. This policy gives an overview of those situations and provides detail on how we process your data, its retention period, and your rights in relation to it.

LCMT is committed to protecting your personal data in line with the General Data Protection Regulation (GDPR).

### What information do we process and what do we use the data for?

#### **Members**

- When you become a member of the Lancaster Community Music Centre, we will require some personal data such as your name, address, phone number and email address.
  - We use your personal data to ensure that you have access to the Lancaster Community Music Centre and to provide you with the best possible service. We use it to process your membership and obtain payment. We will also use your email address to keep you informed about news and events at LCMC, and may contact you about volunteering for LCMC.
  - We use your date of birth to ensure that your membership type is right for you and to give those eligible for awards to be entered in for them.
  - We will also use the data you supplied on your Gift Aid Declarations to claim Gift Aid from HMRC. The Gift Aid Declarations have to be kept for at least 6 years after membership has ended as required by HMRC.
  - If you become a volunteer, we may also share your contact details with other volunteers, if you consent.
  - If you choose to provide it, we use knowledge of your occupation to ascertain whether you have expertise we can draw upon.
  - If you choose to provide it, we use knowledge your child's school so that we can target information to certain schools.
- If you consent, we may also use photographs of you taking part in activity held at the Centre.
  - This data would be used for marketing.
- If you give consent, we will add your email address to our alumni mailing list, so that you can be kept up to date about special news and events. You can unsubscribe at any time by replying to an email, or by contacting [membership@lcmt.org.uk](mailto:membership@lcmt.org.uk) with your request.

## **Music tutors and ensemble leaders**

- We will use your name, address, email address, and bank account details in relation to our contract with you.

## **Website visitors**

- We use a hosting provider, Wix.com, who use cookies on our behalf in order to improve your browsing experience. We use a pop-up banner to let users know about this on their first visit.

## How does LCMT store personal data?

- LCMT uses Gmail to store and process email addresses. This account is password protected and can only be accessed by the trustees and the volunteer coordinator.
- The LCMT database, which processes membership, ensemble membership and registers, is kept on a password protected computer offsite from LRGS. The database can only be accessed by the trustee with responsibility for membership, or nominated volunteers.

## What is the legal basis for processing?

LCMT believes it is in our legitimate interests to process your data, as it is necessary to you being a member of the Centre. Without your personal data, we would be unable to grant you access to the Centre, and we would not be able to provide you with a good service, by keeping you informed of any important news.

## Who is responsible for the data the group collects?

The trustees of LCMT are collectively the Data Controller for LCMT. This means they are responsible for determining the purpose and means of processing personal data. Any data requests should be sent to [info@lcm.org.uk](mailto:info@lcm.org.uk) with 'Data request' as the subject line.

## Data sharing

We do not share personal data with third parties, nor do we use your data to send you marketing from third parties.

## Retention period

We process your data until you are no longer a member of Lancaster Community Music Trust. We will delete all your personal data 7 years after you have left the Music Centre. If you consent to joining our alumni mailing list, we will continue to process your data until it is no longer necessary to do so. You may unsubscribe from the alumni mailing list at any time. Membership is renewed at least annually, which enables us to keep our records accurate and up to date.

## Your rights

Should you wish, you have the right to be informed about what data we hold on you and how we will use it. You also have the right to access and rectify your personal data which we process. You also have the right to ask us to remove your data for a particular purpose, or to be entirely removed from our database. Any requests in relation to your data should be made to [info@lcm.org.uk](mailto:info@lcm.org.uk), with 'Data request' as the subject line.