

THE KATHLEEN FERRIER MEMORIAL SCHOLARSHIP FUND

PRIVACY NOTICE

Introduction

The Kathleen Ferrier Memorial Scholarship Fund (“the Fund”) is a charitable trust (Registered Charity No. 1028246): its address is 9 Manor Close, Great Horkesley, Colchester, Essex, CO6 4AR.

The Fund is what is known as a “Data Controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this Privacy Notice.

Data Protection Legislation means the Data Protection Act 2018 and any legislation implemented in connection with the General Data Protection Regulation which is the governing legislation that regulates data protection across the European Economic Area. This includes any replacement legislation coming into effect from time to time.

This Privacy Notice explains how the Fund processes and uses the personal data we collect which relates to you, what we do to keep it secure as well as the rights and choices you have over personal information about you.

What data do we hold?

We only collect information that we believe we will genuinely use for the purposes of (a) planning, organising, running and publicising the Kathleen Ferrier Awards (“the Awards”) and (b) the administration of the charity and (c) which is in accordance with data protection legislation. The Fund may hold data relating to you from a number of sources. The majority of personal data we hold is that which you have provided by applying to us for an award, or volunteer your time, or attend an event, or make a donation or contract or engage with us in any other way.

Our records may include:

- names of individuals
- postal addresses
- email addresses
- telephone numbers
- personal details – for example (a) all those details about you which are required when you apply to us for an Award (b) bank details so that we can pay you and (c) biographical information for publication to judges and in programmes for performances in public
- photographs
- plus any other information relating to individuals.

The legal basis for processing your data is based on your specific consent/ performance of a contract/compliance with a legal obligation/your vital interest or legitimate interest that we will have stated at the point the information was initially provided, therefore we will not store, process or transfer your data except in accordance with the relevant legal basis referred to unless we have an appropriate lawful reason to do so.

How we collect data from you

- If you are an applicant for an Award, we obtain data about you when you apply for the Award.
- If you are a Judge, we obtain data about you when you agree to become a Judge.
- If you are a contractor or volunteer, we obtain data about you when you contract with us or when you agree to volunteer for us.
- In all other cases, we obtain data about you when you contact us to make a donation or an enquiry.

Communications may be sent to you by post, telephone, email, text or electronic means.

The Fund reviews the retention periods for personal information on a regular basis. We may be legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems only for as long as is necessary for the relevant activity, but in the case of applicants and judges we may continue to retain some or all of the data for historical research or statistical purposes.

Lawful basis for processing

There are three bases under which we may process your data:

Contract purposes: When you enter into a contract with us, we need to process and store your data. For example, we will need to contact you by email or telephone for all purposes relating to the fulfilment of that contract.

Legitimate business interests: In many situations, we collect and processes your personal information for purposes that are in our legitimate interests. For example, when you apply for an Award from us, we require the information as part of our consideration as to whether to offer you an audition or an Award.

With your explicit consent: For any situations where the two bases above are not appropriate, we will instead ask for your explicit consent before using your personal information in that specific situation.

How will we share your data?

We may share your personal data with third parties in the following circumstances:

- If the law or a public authority says we must share the personal data;

- If we need to share personal data in order to establish, exercise or defend our legal rights; or
- We may pass your information onto our third-party service providers, agents, subcontractors and other associated organisations for the purposes of carrying out or completing tasks and providing services. However, when we use third party service providers, we disclose only the personal information that is necessary for them to deliver the service and such providers are required to abide by Data Processing Agreements that require them to keep your information secure and not to use it for purposes outside those purposes for which we obtained the data.
- Data may also be disclosed to third parties and external organisations acting as agents for the Fund where they are carrying out services for the Fund.
- The Fund does not sell data to third parties or allow third parties to sell on data where data is shared with them. Neither does the Fund use or supply data for direct marketing purposes.

How do we protect personal data?

Data security is important to the Fund and to protect data relating to you we have put in place suitable physical, electronic and managerial procedures to safeguard and secure such data.

Data relating to you is held securely on the Fund's computers and within emails. The servers are accessible to only those Trustees concerned with the day-to-day management of the Fund and to two third parties with whom the Fund contracts for the purposes of the administration of the Fund. The Fund will ensure that appropriate data sharing agreements are in place prior to sharing personal data with any third parties/external organisations.

We take security measures to protect information relating to you including:

- Implementing access controls to our information technology
- Using appropriate procedures and technical security measures to safeguard your information across all our computer systems, networks and websites.

Your rights

Right to Access Personal Information relating to you

You have the right to access the personal information that we hold about you in some circumstances, by making a request. This is sometimes termed 'Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within 30 days from when your identity has been confirmed.

We would ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information. If you would like to exercise this right, please contact us as set out below.

Right to Correct Personal Information relating to you

If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it. If you would like to exercise this right, please contact us as set out below.

Right to Stop or Limit Our Processing of Data relating to you

You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances. If you would like to exercise this right, please contact us as set out below.

Please note that if you exercise this right during the process of your application for an Award then your application will be deemed to be terminated.

Right to Object to Processing of personal data relating to you

This may apply where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Please note that if you exercise this right during the process of your application for an Award then your application will be deemed to be terminated.

Right to request the transfer of personal data relating to you either to you or to a third party.

We will provide to you, or a third party you have chosen, the personal data relating to you which we hold in a structured, commonly used, machine-readable format. Note that this right may only apply to automated information which you initially provided consent for the Fund to use or where the Fund used the information to perform a contract with you.

Right to withdraw consent at any time

This right applies where the Fund is relying on your consent to process personal data relating to you. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

If you are not a current applicant for an Award or a current or proposed judge or a contractor and you no longer wish to receive communications by post, telephone, text, email or other electronic means, please contact the Administrator on info@ferrierawards.org.uk or 9 Manor Close, Great Horkeley, Colchester, Essex, CO6 4AR. When contacting us please provide your name and other means by which we can identify you. Please also specify if you wish to unsubscribe from all

communications or from specific communication types or channels. If you ask us to delete your data, we will maintain a skeleton record comprising your name and postcode to ensure that we do not inadvertently contact you in the future. We may also need to retain some financial records for statutory purposes (for example Gift Aid).

Photographs

If you are an applicant for an Award, or a judge, you will be required to supply one or more photographs of you for use in connection with the Awards. We will not use such photographs for any other purposes.

We may also take photographs of you at auditions as well as at the semi-finals and finals of the Awards. If so, we will only use such photographs in connection with publicity relating to the Awards. You have the right to see such photos of yourself and be provided with a copy of the images, although you may not use any such copy for any purposes without the permission of the copyright owner thereof.

We will not supply photographs to third parties, without your prior permission, unless it is necessary for the purposes as described in the immediate above two paragraphs.

Giving your reviews and sharing your thoughts

When using our website (www.ferrierawards.org.uk) you may be able to share information through social networks like Facebook and Twitter. For example, when you 'like', 'share' or review our Awards. When doing this, your personal information may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your information is used and shared on them.

For more information about your privacy rights

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here <https://ico.org.uk/for-the-public>. You can make a complaint to the ICO at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

Other information

This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice came into force on 1 November 2018.

The Fund's Administrator is responsible for monitoring compliance with the relevant legislation in relation to personal data and can be contacted at info@ferrierawards.org.uk or by post at 9 Manor Close, Great Horkesley, Colchester, Essex, CO6 4AR. You can contact the Administrator if you have any queries or concerns about the Fund's processing of your personal data.