

Music in Country Churches

Privacy Policy

Music in Country Churches values your privacy and wants to be clear about the data it collects and how it is used.

This Privacy Policy applies to information we collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at info@musicincountrychurches.org.uk.

1. Personal data that we process

Music in Country Churches holds personal data in a database. The information we hold is never shared or sold on to other charities or companies, *unless we have your express permission to do so*.

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email and/or postal updates about our work	Name, postal address, and/or email	Consent - you have given your active consent.
Making a donation/purchasing tickets for our events	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfill your intention of donating money or purchasing tickets and your expectation of receiving a confirmation message.
Signing up as a Friend	Name, address, email	Contract - by paying your membership fees you have entered into a contractual relationship with us as set out in our membership terms and conditions. If you have indicated that your subscription can be gift-aided, we need

		this information in order to claim back the gift aid.
Website functionality	Website activity collected through cookies	<p>Legitimate interests</p> <p>- it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.</p>

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or other transactions that you initiate;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

Where you have provided your personal and contact details to Music in Country Churches in the course of purchasing tickets for your events, but have not given your express consent for your data to be used for any other purpose, Music in Country Churches will use your data only for the purpose of fulfilling its contractual obligations to you with respect to the purchase you have made. Your data will be retained only as long as is necessary for us to discharge our contractual obligations to you.

3. When we share your data

The only circumstances in which we will pass your data to third parties are the following:

- you have provided your explicit consent for us to pass data to a named third party;

- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

4. How long we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

We shall not keep your data for any longer than is necessary for the purposes for which it is being processed.

The information is held up until such time as Music in Country Churches is informed that someone no longer wishes to be either a Friend or remain on the general mailing list. At that time all information will be deleted from the system.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting ‘unsubscribe’ links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner’s website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, for example remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

7. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.