



Data Protection Policy

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VERSION CONTROL

This document is a dynamic document that will be amended at any time to improve the content. The document is maintained by the MNFI Board.

Amendments are detailed below:

No	Issued	Amendment	Prepared by	Reason for Change
1	23/5/2018	New policy issued	Ms. Becca Hopkins	GDPR Compliance

Data Protection Statement

MFNI will processes all personal data in accordance with the Data Protection Act 1998 and the General Data Protection Regulation.

For the purposes of the Data Protection Act 1998 (the Act), the data controller is: MusicFirst NI (NIC104806) of 46 Botanic Avenue, Belfast BT7 1JR

1. Collection & Processing of Data

MFNI may collect and process the following personal data:

A. Information given to MFNI

Personal information may be given to MFNI by way of:

- (a) filling-in forms on our website or on paper registration forms
- (b) providing feedback
- (c) entering for examinations
- (d) corresponding with us by phone, e-mail (including the MNFI mailing list) or otherwise.

This information may include name, address, e-mail address and phone number, personal information and preferences.

B. Information collected by MNFI.

- (a) technical information, including the internet protocol (IP) address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- (b) information about each visit, including the full Uniform Resource Locators (URL) clickstream to, through and from site (including date and time); products viewed or searched; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

The MFNI website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. The privacy policies of these websites are independent of MFNI, and MFNI does not accept any responsibility or liability for these policies. Please check the policies before you submit personal data to any website

2. Use of Data

MFNI uses held information:

- A. to deal with enquiries and carry out our obligations arising from any contracts entered into between members and MFNI
- B. to provide the information and services that a member requests from MNFI
- C. to administer MFNI website and for internal operations

3. Information Sharing

MFNI may share your information with selected third parties including contracted tutors, administrators and examination boards (e.g. London College of Music and Associated Board of Royal Schools of Music).

MFNI may disclose your personal information to third parties if MFNI are under a duty to do so in order to comply with any legal obligation (e.g. Social Services) or in order to enforce or apply contractual terms (e.g. Musicians Union).

4. Data Storage

A. The data that MFNI collects via Membership Registration Forms, Musician's Union Contracts, Photograph Permission Forms, etc. will be locked in Studio A's filing cabinet.

B. Mailing List

The only personal data digitally held by MNFI is the email Mailing List - for marketing and membership communications

Every email sent via the Mailing List includes an "Unsubscribe" options allowing any recipient to immediately withdraw from the list and delete data (email address) held.

C. Because all MFNI tutors are independent contractors, it is recommended that any member / student liaise directly with tutor in regards to storage of personal data

5. Personal Rights

It is the right of all individuals to deny MNFI permission to process personal data for marketing purposes.

MFNI asks for explicit written consent to use any photographs in publicity materials (print or digital).

The Act gives all individuals the right to access information held. Any access request may be subject to a fee of £10 to meet MFNI's costs in providing details of the information held.

6. Policy Changes

Any changes MFNI make to this privacy policy will be posted on this page via an updated policy.

Please regularly check to see any updated version of this policy.

7. Review

MFNI Board will review this document every 3 years.