

Wessex Young Musicians' Trust (WYMT) Privacy Policy

This privacy policy will explain how WYMT uses the personal data we collect from you when you use our website.

Topics

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1. What data do we collect?

WYMT collects the following data:

- a) Personal identification information (Name, address, email address, telephone number, Date of Birth etc.).
- b) When you apply for a grant we also collect information about your musical experience including: where you study, your performing experience, instruments played and a suitable referee.
- c) For donors to the charity we may collect additional information enabling us to collect Gift Aid.

2. How do we collect your data?

You directly provide WYMT with most of the data we collect. We collect data and process data when you:

- a) Contact us via one of our web pages (Contact Us, Grants etc.).
- b) Voluntarily complete a survey or provide feedback on our News / Blog pages or via email.
- c) Use or view our website via your browser's cookies.
- d) Complete our Grants Application form.

WYMT may also receive your data indirectly from the following sources:

- a) The Centre for Wessex Young Musicians.
- b) Wessex Youth Orchestra.
- c) Broadstone Music Series.
- d) Other similar organisations to the above.

3. How will we use your data?

- a) WYMT collects your data so that we can:
- b) Process your grant application and ensure that you conform to our grants criteria.
- c) Keep you informed of grant applications.
- d) Respond to your queries, directed to us, via email or through the website.

If you agree, and only if, then we will share your data with our partner organisations so that we can gain further information relevant to your grant application. These organisations include those listed in item 3 above.

We may send details of your grant application to your referee for additional information about the merits of your application.

4. How do we store your data?

WYMT stores your data on password protected standalone PCs owned by the Trustees and occasionally hard copies of grant applications held by the Trustees in secure offices. Some personal data is held securely by our website hosts (Domainit) but this is limited to very limited personal data **none of which** is deemed to be "sensitive" under the Data Protection Act 2018.

Grant application data is retained for a period of up to 7 years to ensure that we have financial traceability should we need to respond to queries from the Charity Commission or other regulatory bodies.

5. Marketing

We **DO NOT** use any of your data for marketing purposes.

6. What are your data protection rights?

WYMT would like to make sure that you are fully aware of all your data protection rights. Every user user is entitled to the following:

The right to access – you have the right to request WYMT for copies of your personal data.

The right to rectification – you have the right to request that WYMT correct any information which you believe to be inaccurate. You also have the right to request WYMT to complete information which you believe to be incomplete.

The right to erasure – you have the right to request that WYMT erase your personal data under certain conditions.

The right to restrict processing – you have the right to object to WYMT processing your personal data, under certain conditions.

The right to data portability – you have the right to request that WYMT transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request we have one month to respond to you. If you would like to exercise any of these rights then please contact us via the email addresses listed on our website (www.wymt.org.uk/contactus).
7. What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and website visitor behaviour information. When you visit our website we collect information from you automatically through cookies or similar technology. For further information see www.allaboutcookies.org.
8. How do we use cookies?

WYMT uses cookies in a range of ways to improve your website experience including:

 - a) Keeping you signed in (if you did so on our secure pages).
 - b) Understanding how you use our website.
 - c) Building website hit, page hit statistics etc.
9. What type of cookies do we use?

There are a number of different types of cookies, however our website uses:

Functionality cookies – WYMT uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. Mixes of first-party and third-party cookies are used.

Advertising cookies – WYMT uses these cookies to collect information about your visit(s) to our website, the content you viewed, the links which you followed and information about your browser, device and your IP address. WYMT **never** shares these data with third parties.
10. How to manage cookies

You can set your browser not to accept cookies and the website www.allaboutcookies.org tells you how to remove cookies from your browser. However in a few cases some of our website features may not function properly as a result. You may also accept cookies but then allow your browser to delete them when you exit the website – this enables the features but ensure that no cookies are tained for subsequent visits to our website.
11. Privacy policies of other websites / organisations

The WYMT website contains links to other websites / organisations. Our privacy policy applies only to our website / organisation and we are not responsible for the content, or lack of it, on these sites. If you click a link to another website then you should check their privacy policy.
12. Changes to our Privacy Policy

WYMT keeps its privacy policy under regular review and places any updates on this web page. The date of the current policy will be indicated on this web page.
13. How to contact us

If you have any questions about WYMT privacy policy, the data we hold on you or you wish to exercise one of your data protection rights please not hesitate to contact us at sec@wymt.org.uk.
14. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that WYMT has not addressed your concern in a satisfactory manner you may contact the Information Commissioner's Office on 0303 123 1113 or view more information at www.ico.org.uk.