

## **JS Music Services Ltd**

### **DATA PRIVACY NOTICE**

#### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. From May 2018, the processing of personal data is governed by the General Data Protection Regulations (GDPR).

#### **2. Who are we?**

JS Music Services Ltd is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

JS Music Services Ltd complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

JS Music Services Ltd uses personal data for the following purposes:

- to maintain its own accounts and records
- to inform students/clients (and those who've requested to be subscribed to its mailing lists), of its news, events and activities - along with details of other similar opportunities arranged by selected like-minded organisations.
- to make exam entries, where appropriate
- in the case of emergency, to inform the emergency services of relevant personal details
- to apply for a 'body of persons' performance license, where appropriate

#### **4. What is the legal basis for processing your personal data?**

The GDPR states that explicit consent of the data subject is required so that JS Music Services LTD can keep its students/clients (and those who've requested to be subscribed to its mailing lists) informed of news, events, and activities - along with details of other similar opportunities arranged by selected like-minded organisations.

#### **5. Sharing your personal data**

Personal data will be treated as strictly confidential. JS Music Services Ltd will never share personal data with third parties without your consent.

#### **6. How long do we keep your personal data?**

JS Music Services Ltd keeps personal data for as long as you remain in the clientele/membership of its services. For those who've requested to be added to the mailing lists offered and maintained by JS Music Services Ltd, personal data will be kept until the request is received to delete it.

#### **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which JS Music Services Ltd holds about you;
- the right to request that JS Music Services Ltd corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for JS Music Services to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- the right to lodge a complaint with the Information Commissioner's Office

## **8. Further processing**

If JS Music Services Ltd wishes to use your personal data for a new purpose, not covered by this Data Privacy Notice, then JS Music Services Ltd will provide members with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints, in the first instance please contact the Company Director at [office@jsmusicservices.com](mailto:office@jsmusicservices.com).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.