



## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2. Responsibilities

The Tunnell Trust is responsible for ensuring that this notice is made available to data subjects prior to the Tunnell Trust collecting/processing their personal data.

## 3. Privacy notice

### 3.1 Who are we?

The Tunnell Trust is a Scottish charity supporting young British based 'classical' musicians at the start of their careers. Our postal address is: 64 Brunswick Street, Edinburgh EH7 5HU and our registered charity number is SC 021739.

The Tunnell Trust data protection representative can be contacted directly here:

- [admin@tunnelltrust.org.uk](mailto:admin@tunnelltrust.org.uk)

The personal data we would like to continue to collect from you is:

<b>Personal data type:</b>
Names - forenames & surnames
Email addresses
Postal addresses

The personal data we collect will be used for the following purposes only:

<b>Uses of your Personal data:</b>
Fund Raising purposes
Notification of events, blog posts or social media postings
Newsletters
Administration of Awards Scheme and Music Coll for participants in those and any other Tunnell Trust activities.



## 3.1 contd.

### **Our legal bases for processing your data**

If you receive mailings or notifications of Blog Posts from us our legal basis for processing your data is Consent or Legitimate Interests.

If you are donating money to us our legal basis for processing your data is Consent or Legitimate Interests.

If you are an applicant to the Awards Scheme or Music Coll participant our legal basis for processing your data is Contract or Legitimate Interests.

## 3.2 **Consent**

Where our legal basis for processing your data is Consent, you may withdraw consent at any time by emailing the Tunnell Trust:

- [admin@tunnelltrust.org.uk](mailto:admin@tunnelltrust.org.uk)

## 3.3 **Disclosure**

The Tunnell Trust will not pass on your personal data to any third parties.

## 3.4 **How long will we keep your personal information?**

The Tunnell Trust will hold your personal information as long as is necessary for the relevant activity. For example, we will keep a record of donations subject to gift-aid for at least seven years in order to comply with HMRC rules.

## 3.5 **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that the Tunnell Trust refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.



## 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by the Tunnell Trust, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioners Office (ICO) and the Tunnell Trust's data protection representative.

The ICO can be contacted at: <https://ico.org.uk/global/contact-us/>

The Tunnell Trust can be contacted at:

	<b>Tunnell Trust</b>
<b>Contact Name:</b>	<b>The Artistic Director</b>
<b>Street:</b>	<b>64 Brunswick Street</b>
<b>City:</b>	<b>Edinburgh</b>
<b>Post Code:</b>	<b>EH7 5HU</b>
<b>Email:</b>	<a href="mailto:admin@tunnelltrust.org.uk">admin@tunnelltrust.org.uk</a>
<b>Telephone:</b>	<b>07973 408 385</b>

Date: **7<sup>th</sup> May 2018**