



The Martin Schellenberg Music Trust

Privacy Policy

Our contact details

Name: The Martin Schellenberg Music Trust

Address: Greendale, Round Oak Road, Cheddar, Somerset BS27 3BN

Phone Number: + 44 7816 149 087

E-mail: schellenbergmusictrust@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers: Name, contact information such as e-mail address, physical address, telephone number.
- Personal characteristics, for example, gender, ethnicity
- Educational information, including qualifications & institutions
- Photographs and performance videos
- Financial information, which may include income, level of parental support, gross parental income
- Details of any support provided to you by TMSMT
- Information on the interests and activities of awardees, especially those related to the grant
- The value of individual donations where gift aid can be claimed.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To keep in touch with supporters and beneficiaries of TMSMT
- Check and confirm applicants' eligibility status
- Consider and process applications for support
- Make payments to successful applicants
- Administer the financial support schemes
- Undertake internal and external audits, if necessary
- Process any complaints or challenges to our activities
- Respond to requests to complete feedback and or surveys related to TMSMT
- Ensure adequate monitoring and reporting of TMSMT activities.

To allow the proper administration of TMSMT activities personal data from applications may be shared with and or requested from the following:

- Academic and support staff employed by the Royal Birmingham Conservatoire (RBC)
- RBC Students' Union Advice Centre (SUAC)
- Sponsors and funding providers
- Charities and trusts
- Placement providers
- Any other third parties indicated on completed application forms
- Internal and external auditors

We may also use your data to:

- Send you newsletters and e-communications
- Conduct surveys of grantees' and donors' interests
- Record details of any donations you make for reporting, donor communications and stewardship activities
- Invite you to appropriate events, e.g. based on your geographic location
- Enable internal record keeping, including the management of any feedback or complaints
- Conduct due diligence, for example before seeking or accepting major donations.

If you have an identified interest in donating to TMSMT, we may send you personalised proposals and appeals for donations

If TMSMT would like to make information available (e.g. on its website) which might identify its awardees or donors specific consent (and assent for people under 18 years old) will be sought in advance from the individual and/or their guardian.

Applicants' data will be shared with relevant TMSMT Board members and administrative staff to allow your application to be processed and a decision made.

Our lawful basis for processing information

Under the UK General Data Protection Regulation (UK GDPR) we rely on your consent as the lawful bases for processing your information. **You are able to remove your consent at any time and can do this by contacting schellenbergmusictrust@gmail.com**

How we store your personal information

TMSMT considers its relationship with donors and recipients of support to be life-long and will retain much of your data indefinitely, unless you request otherwise. When determining how long we should retain your personal data we take into consideration our legal obligations and tax or accounting rules.

Your personal data is held primarily in electronic formats, however if paper records are held they are securely filed away and shredded when we no longer have need of them.

TMSMT aims to ensure that there are appropriate physical, technical and managerial controls in place to protect any personal data you may provide to us. Our Board members are aware of the requirement to handle data securely and we limit access to your personal data to Board members and, where a need arises, to third parties indicated in this data privacy notice.

If you have pledged a legacy gift, it will be necessary to retain your data until your gift is received, so that we can identify the gift against that pledge.

When we no longer need to retain personal information, we will ensure it is disposed of securely. We may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at schellenbergmusictrust@gmail.com if you wish to make a request.

Questions or concerns

If you have any questions or concerns about our use of your personal information, you can contact us at schellenbergmusictrust@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>