

LOCAL PRIVACY NOTICE

1. Introduction

The UCL Chamber Music Club (“**CMC**”, “**we**”, “**us**”, or “**our**”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, by individuals themselves or by third parties, and supplements [UCL’s General Privacy Notice](#).

We keep this Privacy Notice under regular review. It was created on 1 February 2019, and updated on 10 March 2021.

2. About us

The UCL Chamber Music Club is a voluntary Club whose membership is open to current and former staff, students and alumni, at University College London (**UCL**).

As the CMC is part of UCL (a company incorporated by Royal Charter, number RC 000631), UCL is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. When you apply to become a member we will collect:

- First name;
- Last name;
- Email address;
- Home address;
- Contact telephone number;
- Department affiliation;
- Whether you are staff, student or alumnus/alumna;
- Your instrument(s)/voice (optional);
- Whether you wish to be included on the CMC Performers List (optional);
- Credit/Debit card details (captured at the point of payment, information is truncated once the payment has been processed and stored securely within UCL’s Online Store).

At our rehearsals and concerts we may, on occasion, take images or video/audio recordings (“**recordings**”) of you in an individual or group setting. We will always publicise in advance or on

the day prior to these recordings being taken/made. You may choose to opt out of being recorded – if you wish to opt out please inform the concert organiser so that we can avoid recording your image and/or make edits to recordings as required.

You may choose to deposit with CMC, on a temporary or permanent basis, recordings of you carrying out relevant activities. If you do so, we shall ask you to agree the terms of use at the time of your deposit.

We **do not** collect 'Special category' data about you (details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health etc.).

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To register you as a member and to manage our relationship with you;
- To include your email address on our UCL CMC mailing list;
- To include your email address on our Baroque mailing list (this is a voluntary list and you will only appear if you have requested to be included, if you no longer wish to be listed please inform the mailing list administrator*);
- To include your details on the CMC Performers List (this is a voluntary list and you will only appear if you have requested to be included when you complete your membership application, if you no longer wish to be listed please inform the mailing list administrator*);
- To feature recordings of CMC members carrying out relevant activities at CMC events (in-person or online) on the [CMC website](#) via UCL MediaCentral or the [UCL CMC SoundCloud page](#).
 - For live in-person events, recordings will be made with prior notice; if you do not wish to be featured (or later change your mind) please inform the concert organiser / web editor*.
 - For online events we will obtain your consent in advance via our consent form. You have the right to withdraw this consent at any time.

*contact details for all CMC personnel can be found on the [CMC website](#).

5. Who we share your personal data with

Your personal data will be collected and processed primarily by the CMC Membership Secretary. We may have to share your personal data with the parties set out below for the purposes outlined in section 4:

- CMC mailing list administrator(s);
- CMC Treasurer;
- CMC concert organisers (in relation to the CMC Performers List);
- CMC web editor.

We require all parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow the above parties to use your personal data for their own purposes

– we only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- **Legitimate interests.** The data will be collected and processed strictly for the purposes set out in section 4. The 'legitimate interests' are beneficial to both the CMC and the membership, and the processing of the data on this basis will enable the CMC to provide the services offered to the members.

7. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

9. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact [UCL's Data Protection Officer](#).

Contacting us

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer at data-protection@ucl.ac.uk

10. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to [UCL's Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).