



Sound and Music
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Sound and Music Privacy Statement

Sound and Music is a registered charity (number 1124609) with its registered office and principal place of business at Somerset House, Strand, London WC2R 1LA.

Sound and Music has developed this statement (**Privacy Statement**) as we understand that the privacy and security of your personal information is an important issue to you and we are committed to protecting your privacy as a visitor to this website (**the Site**).

In addition to Sound and Music's safeguards and adherence to the policy outlined in this Statement,, your personal data is protected in the UK by the Data Protection Act (**the Act**). The Act requires us, as registered Data Controllers, amongst other things to ensure that the data we hold about you should be processed lawfully and fairly. It should be accurate, relevant and not excessive. The information should, where necessary, be kept up to date and not retained for longer than is necessary. It should be kept securely to prevent unauthorised access by other people.

This Privacy Statement explains how Sound and Music use the personal information we collect. ***If you do not agree with this Privacy Statement please do not use this Site.***

What personal information do we collect and how do we use it?

The Data Protection Act 1998 (**the 1998 Act**) places restrictions on the processing of personal data by a data controller. If you would like to see a definition of these terms please click [here](#) to view.

Sound and Music processes your personal data for the purposes set out below. Sound and Music collects personal information from you when you communicate with us using any media or in person. We may also collect personal data which relates to you from third parties.

Depending on your relationship with Sound and Music, Sound and Music shall process your personal data for the following purposes:

- the provision of agreed services made available from Sound and Music's website for download or streaming;
- the marketing and promotion of Sound and Music's services and those of our collaborators;
- the administration of files and records;
- to keep you informed and obtain your views about Sound and Music's activities;
- statutory and regulatory compliance;
- to process any enquiries raised by you and other communications initiated by you in relation to Sound and Music's activities
- if you explicitly consent or we are otherwise permitted to do so under the Privacy and Electronic Marketing (EC Directive) Regulations 2003, to send electronic marketing communications to you keeping you informed about the activities which fall into any of the above categories
- verification of your identity.

Sound and Music ensures that prior to our processing your personal data for any of the above purposes a condition pertaining to the 1998 Act applies, permitting such processing. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address set out below.

If a statutory condition applies allowing Sound and Music to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that Sound and Music ceases to process your personal data as it may, for example, be under a statutory duty to process your personal data.

Sensitive Personal Information

Certain personal information is categorised by the 1998 Act as 'Sensitive Personal Data'. You can obtain a definition of Sensitive Personal Data by clicking [here](#).

In some circumstances, we provide you with the opportunity to inform us of your sensitive personal data. You may also wish to inform us about your sensitive personal data to ensure that we can provide you with the most appropriate service. We treat such sensitive personal data with the utmost care. By providing us with these data you are consenting to our processing it for the purposes for which it was given. Please note that if you fail to inform us of any sensitive personal data which may be relevant to your circumstances this may mean that we cannot provide you with the most appropriate service.

Sharing Your Information

We do not share data with third parties unless you have explicitly given us permission to do so. If you then no longer wish us to share your personal data with any third party for marketing purposes, please write to the address set out below.

Direct Marketing

You have the right under the 1998 Act to request that we do not process your personal data for the purposes of direct marketing. If you would prefer that we cease to send you direct marketing information please write to the address set out below. Please note that if you request that we cease to send you direct marketing material the only information that you will receive from Sound and Music will be responses to specific requests.

Anonymised Analysis

Sound and Music will also collect information to perform anonymised, statistical analysis of your interaction with the Site.

Cookies

We may use technology to track the patterns of behaviour of visitors to the Site. This can include using a 'cookie', pieces of information what are transferred to an individual user's hard drive for record keeping purposes. At the present time the cookie stores any information which you enter into the Site, this includes name, address, phone number and email address. We also use Google Analytics to monitor the use of the Site. This does mean that information generated by the cookie about your use of the Site is transmitted to Google which prepares a report setting out for Sound and Music how the Site is used. Such information will be stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of our website, compiling reports on website activity and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google undertakes not to associate your IP address with any other data held by Google.

We use 'cookies' on this site to enable our system to recognise your computer and allow us to see how you use the Site. Most browsers allow you to stop receiving cookies. The cookies function by saving your passwords and site preferences - as a result it is possible to speed up your future activities at the Site and allow Sound and Music to provide you with information specifically tailored to your interests. You can usually modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your browser settings. To modify your browser settings click on the help section of your Internet browser and follow the instructions.

Changes to the Privacy Statement

From time to time we may amend the way in which we process personal data to enhance the level of service that we offer to you. This may lead to changes in how we collect and/or use your personal information. Any such changes will be notified to you either at the point any new personal information is collected or by us updating this Privacy Statement. Your subsequent use of this Site or submission of personal information to us will be deemed to signify your acceptance to the changes.

Security and confidentiality

Any personal information you send to us will be treated in the strictest confidence.

It is important for you to protect against unauthorized access to your password and to your computer. Ensure that you log out when you finish using a shared computer.

Disclaimer

The Site contains links to other websites. We have included these links, because we believe the information contained in them may be of interest to visitors to the Site. Sound and Music does not endorse these websites and does not necessarily accept or agree with their content. Moreover, we do not monitor these websites and have no control over their content. Users should take this into account and we accept no responsibility for their content. Sound and Music is not responsible for the privacy policies and practices of any website which is linked to the Site.

If you have any comments, suggestions or queries in respect of the Site please send these to info@soundandmusic.org.

Contact us

If you have any queries relating to this Privacy Statement or you wish to notify us about any of the matters set out above, please feel free to contact us.

This Privacy Statement was last updated on: 4 April 2014