

Privacy Policy

Buzz Music and Arts CIC

Effective Date: 28.08.24

Next review date: February 2025



Introduction

Buzz Music and Arts CIC is committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal data. It applies to all participants, staff, volunteers, partners, and other stakeholders involved in our music education and community arts activities.

1. Data We Collect

We collect various types of data to effectively deliver our services and fulfil our obligations. The data we collect includes:

1.1 Participant Data

- **Personal Information:** Name, age, gender, contact details, and emergency contacts.
- **Demographics:** Ethnicity, socio-economic background, and any special needs or disabilities.
- **Attendance Records:** Dates and times of participation in classes, workshops, or events.
- **Progress and Outcomes:** Assessment of skills development, feedback from instructors, and any certifications or qualifications achieved.

1.2 Staff and Volunteer Data

- **Personal Information:** Name, contact details, qualifications, and roles.
- **Employment Details:** Employment contracts, background checks (e.g., DBS checks), and training records.
- **Volunteer Data:** Hours volunteered, roles undertaken, and any expenses claimed.

1.3 Program and Activity Data

- **Course/Workshop Details:** Titles, descriptions, objectives, schedules, and participant numbers.
- **Event Data:** Information about concerts, exhibitions, and community events, including attendance numbers and feedback.
- **Curriculum and Content:** Materials used, lesson plans, and educational resources developed.

1.4 Financial Data

- **Revenue:** Fees collected from participants, donations, grants, and any other sources of income.
- **Expenses:** Salaries, venue hire, equipment purchase, marketing costs, and other operational expenses.
- **Grant Reporting:** Data required by grant funders, including outcomes and impact of funded projects.

1.5 Stakeholder and Partner Data

- **Contact Information:** Details of partners, sponsors, and collaborators.
- **Partnership Agreements:** Terms of collaboration, roles, and responsibilities.
- **Communication Records:** Emails, meeting notes, and any agreements made with stakeholders.

1.6 Feedback and Evaluation Data

- **Participant Feedback:** Surveys, interviews, and testimonials from participants and their families.
- **Impact Assessments:** Data on the social, cultural, and educational impact of activities, including community surveys and case studies.
- **Quality Assurance:** Internal reviews, audits, and external evaluations of programs and activities.

1.7 Marketing and Communications Data

- **Mailing Lists:** Contact details of subscribers to newsletters and updates.
- **Social Media Engagement:** Analytics on social media interactions, website visits, and online event participation.
- **Promotional Materials:** Records of flyers, posters, and digital campaigns used to promote activities.

1.8 Compliance and Legal Data

- **Data Protection Compliance:** Records of data processing activities, consent forms, and privacy notices.
- **Health and Safety Records:** Risk assessments, incident reports, and safety checks.
- **Regulatory Filings:** Reports to regulatory bodies, such as annual reports, financial statements, and community interest company returns.

1.9 Resource and Equipment Data

- **Inventory:** Lists of instruments, art supplies, and other equipment.
- **Maintenance Records:** Logs of repairs, servicing, and replacement of equipment.

1.10 Impact and Sustainability Data

- **Environmental Impact:** Data on the environmental footprint of activities, such as energy usage and waste management.
- **Social Impact:** Metrics related to community engagement, inclusivity, and broader societal benefits.

2. How We Use Your Data

We use the collected data for the following purposes:

- **Service Delivery:** To provide and manage our educational and community programs.
- **Impact Assessment:** To evaluate the effectiveness and social impact of our programs.
- **Compliance:** To meet legal obligations and maintain records required by regulatory bodies.
- **Communication:** To keep participants, staff, volunteers, and stakeholders informed about our activities.
- **Financial Management:** To manage our financial resources and report to funders.
- **Safety and Security:** To ensure the safety and well-being of all participants and staff.

3. Legal Basis for Processing

We process personal data based on the following legal grounds:

- **Consent:** Where you have provided consent for specific uses of your data.
- **Contract:** To fulfil our contractual obligations with participants, staff, and volunteers.
- **Legal Obligation:** To comply with legal and regulatory requirements.
- **Legitimate Interests:** To operate our organization effectively, including fundraising and community engagement.

4. Data Sharing and Disclosure

We may share your data with third parties under the following circumstances:

- **Service Providers:** With trusted service providers who assist us in delivering our programs (e.g., IT support, event management).
- **Regulatory Authorities:** When required to comply with legal or regulatory obligations.
- **Funders and Partners:** For reporting purposes, in accordance with grant agreements or partnership arrangements.
- **Public Events:** With your consent, to share data related to public performances, exhibitions, or events.

5. Data Security

We take the security of your data seriously and implement appropriate technical and organizational measures to protect it from unauthorized access, loss, or misuse.

6. Data Retention

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected and to comply with legal obligations. Data no longer required will be securely deleted or anonymized.

7. Your Rights

You have the following rights regarding your personal data:

- **Access:** Request access to the personal data we hold about you.
- **Rectification:** Request corrections to any inaccurate or incomplete data.
- **Erasure:** Request the deletion of your personal data, subject to legal obligations.
- **Objection:** Object to the processing of your data based on legitimate interests.
- **Data Portability:** Request a copy of your data in a commonly used format.
- **Withdraw Consent:** Withdraw consent where processing is based on consent.

8. Contact Us

If you have any questions or concerns about this Privacy Policy or your data, please contact us at:

[Community Interest Company Name]

[Address]

Email: hello@buzzmusic.co.uk

Phone: 07920264101

9. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website, and where appropriate, notified to you by email.
