



Registered Charity No. 1178578

General Data Protection Regulations

- Music for the Memory has full Public Liability insurance and because of this we are required to ask every member and, if appropriate, the person responsible for them, to complete a paper 'New Member' form.
- Information we hold about you is your name, address, telephone numbers, date of birth, email address and relevant medical information.
- These New Member forms are stored in a lockable filing system that only staff members of Music for the Memory can access. These new member forms need to be kept for 2 years following the member's last attendance at a singing session after which time they will be shredded.
- The information given on the record cards is never sold or shared with any other business or third party.
- Each member has the right to ask for a copy of any personal information we may hold about them by contacting a Trustee by any of the contact methods below.
- Each member has the right to complain to the Information Commissioners Office (ICO) if they think there is a problem with the way we handle their data.
- If you believe that any of the data we hold about you is incorrect or out of date please contact us using any of the contact methods on our Contact Us page on our website. We have up to 30 days to process your amendment.
- Any information held about a member has been given by the member, or the person responsible for them, through completing a New Member form.
- Under GDPR legislation, you have the "right to be forgotten." If you wish for us to delete the information we have on file, you may do this at any time by emailing your request to musicftmemory@gmail.com.
- If you do not wish for us to obtain your information, then please be aware that legally we will no longer be able to offer you our services due to our insurance policy.

e: music4thememory@gmail.com

w: www.musicforthememory.net

Torwood Lodge
23 Collington Rise
Bexhill
TN39 3RS