Introduction
This is a summary of the University’s privacy notice, which introduces your privacy rights and how the University gathers, shares and makes use of information that you provide when applying for a membership of the University Music Centre, when you subscribe to the Centre’s events mailing list, or when you subsequently make use of the Centre’s facilities. The full version of this notice is available from the University website or you can ask for a copy by contacting the University Data Protection Office (please see below).

Who we are and how you can contact us
University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK (“the University”). The University is a charity registered in Scotland, No SC013532. You can get in touch with the University Data Protection Officer by email dataprot@st-andrews.ac.uk or by post by writing to Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, Butts Wynd, North Street, St Andrews, KY16 9AJ.

How we gather personal data
Your personal details will have been collected by the University Music Centre, either after completion of a membership form or when bookings are made to use facilities. Your contact details will have been collected if you subscribed to the Centre’s events mailing list. The University also operates a CCTV system for the purposes of providing a safe environment and for the purposes of crime prevention and detection.

How we use your personal data
Your personal data is used by the University Music Centre to administer your membership, to prepare for and to provide you with services from the Music Centre and to allow the Music Centre to communicate with you about services and facilities that are available to you through your membership. If you provide the University with feedback about your experiences of the Music Centre, we will use that information to improve our services.

Sharing and transferring your personal data
Your personal data will be shared within the University; and with agents and contractors engaged by the Music Centre to administer your membership, and to provide you with the best possible service.

Keeping your personal data
Information about your membership will be destroyed 6 years after that subscription has ended.

Your privacy rights
You have the right to object to how the University makes use of your personal data. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details. If you have opted in to receive details of events that are not associated with your membership via email, you have the right to ask that further emails should cease.

Your consent
The University may ask for your permission to advise you of services and offers provided by the Music Centre. You do not have to give your permission to be contacted; if you do, you can at any time withdraw your consent. For Children’s memberships the Music Centre will ask a parent/guardian whether they consent to their child featuring in publicity photographs, which the University may produce to celebrate and promote the activities of the Music Centre. Consent is optional and can be withdrawn at any time, by contacting the Music Centre.