



University of  
St Andrews

## Music Centre privacy notice

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<b>Purpose</b>	Description of how we use the personal data of Music Centre members and customers.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Migration	Published	Helen Gregory	17/6/19

## Privacy notice - University Music Centre Membership

### 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](mailto: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, via a membership form, a request to use the Centre's facilities, or a request to subscribe to the Centre's events mailing list. The University 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 or subscription. 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 or subscription, and to provide you with the best possible service.

### Keeping your personal data

Information about your membership or subscription will be destroyed 6 years after it 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 Music Centre 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 outwith those available through your membership. You do not have to give your permission to be contacted; if you do, you can at any time withdraw your consent. Consent will also be sought before taking any publicity photographs. The University may use such photographs to promote and/or celebrate the activities of the Music Centre. Where photographs may feature Children consent will be sought from a parent/guardian.

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