

Caradog String Quartet – GDPR Website/Clients

Your personal data – what is it?

Personal data means any data which identifies a living person. Processing personal data (collecting, storing, using, altering, sharing or destroying personal information) is governed by the General Data Protection Regulation 2016/679 (known as GDPR).

Who are we?

The Caradog String Quartet is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The Caradog String Quartet complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To correspond with you about your event.
- Use of photographs/videos for social media and advertising purposes with consent where it is given.
- To respond to legal claims where they arise

What is the legal basis for processing your personal data?

Processing is necessary for the legitimate interests of the Caradog String Quartet, so that we can provide musicians for your event. Processing is also necessary for a contract we have with you.

Provision of your data is a contractual obligation – without it, we are unable to perform at your event.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the following:

- The musicians for your event or anyone related to the smooth running of your event.
- For the use in advertising (photographs/videos only) on social media or the Caradog String Quartets website with consent where it is given.
- HMRC
- Third party legal advisors, in the event of a legal claim

How long do we keep your personal data?

Data on clients will be deleted after 6 years from the date of your event.

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Caradog String Quartet holds about you;
- The right to request that the Caradog String Quartet corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Caradog String Quartet to retain such data;
- The right to request that the Caradog String Quartet provides you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad

The Caradog String Quartet does not share data outside of the EU.

Automated Decision Making

We do not carry out automated decision making with your personal data.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use before we start the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the business owner Rebecca Bradley via email: rebecca@caradogstringquartet.co.uk or by phone 07977 959474.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.