

Member Connect Fair Processing notice

Your personal data

This page contains important information about your personal data and how it will be used by the Incorporated Society of Musicians (ISM) when you use our Member Connect service.

The ISM is committed to offering the Member Connect service in a way that protects your privacy. So we have taken a number of steps to ensure we put your privacy first, which we set out in this Fair Processing notice.

You should also read this Fair Processing notice alongside the ISM Group's privacy policy at ism.org/privacy_policy

Member Connect and your personal information

Members can choose freely whether they wish to have a listing in Member Connect.

If you decide you wish to be included, you will need to give us your consent to process your personal data.

You can do this from our Member Connect webpage, where you can tick a box to show that you have given us consent to include you within Member Connect and to process your data for the purposes of this service.

1 Why do we need to process your personal data for Member Connect?

Member Connect is a searchable database, for the use of ISM members only, which involves using the names and some personal contact details of members. We need to process this data in order to allow members to search for and communicate with other members.

2 What data do we collect in Member Connect?

We already hold the data we need for Member Connect: this data includes information you have already given to us as part of membership of the ISM: your name, contact details, street and email address, telephone number, qualifications and so forth -- together with any information you have supplied to us via your publicly-accessible Music Directory profile.

3 What will we use the data for?

If you give your consent to be included in Member Connect and to process your data for this purpose, we will use it for display within the member listings, and also where it is included in a search result from a search request made by another ISM member (or ISM member of staff).

You can choose how much of your contact information you wish to be visible in your Member Connect profile by editing your preferences when you update your Member Connect details in the members' area of our website at www.ism.org.

Please note that we will never display your home address or full postcode.

4 Who can see your personal data?

If you choose to have a listing in Member Connect, only other members of the ISM with a valid login to the ISM website will be able to see it (apart from ISM staff with relevant accreditation).

We will not share your data with any other party (except for our network, web and IT support services as described in section 8 of our Privacy Policy).

5 What is our lawful basis for processing your data?

Participating in Member Connect is voluntary: it is your choice.

Under Article 6 of the General Data Protection Regulation (GDPR) we still need to identify the purposes for which we process your data, and a lawful basis for doing so.

The lawful basis we rely on is consent: we will only include you in Member Connect if you give us your consent.

You can withdraw your consent at any time – please email data@ism.org to tell us – **and we will remove your profile from Member Connect. Withdrawing of your consent does not affect the lawfulness of any processing we have done based on your consent prior to the point of your withdrawing.**

6 Storing your data: your personal information is securely stored in our member databases. All our systems require individual user account password access, and we also have two firewalls established around our network servers. Only ISM staff and our network, web and IT support services can access your data, other than any access you may have in order to amend your own personal information.

4 Sharing your data: If you choose to have a listing in Member Connect, only other members of the ISM with a valid login to the ISM website will be able to see it (apart from ISM staff with relevant accreditation).

We will not share your data with any other party (except for our network, web and IT support services as described in section 8 of our Privacy Policy).

5 Retaining your data: your Member Connect data derives from your ISM membership data. So we shall retain your personal data for as long as you are and ISM member and thereafter for as long as is required for any lawful purpose and as indicated in section 9 of the ISM Group Privacy Policy.

6 Your rights: The law gives you certain rights in relation to your data. The ISM is committed to respecting individuals' rights. You may exercise your rights by contacting us via email to data@ism.org. We will comply with your requests unless we have a lawful reason not to do so. We will endeavour to handle any requests within a reasonable period and, in any event, within a month of the original request. The ISM Group's Privacy Policy covers all three ISM companies (the ISM, the ISM Members Fund and the ISM Trust). This Privacy Policy sets out your rights in more detail. Please visit www.ism.org/privacy_policy.

Your rights are summarised below. Please see the ISM Group Privacy Policy for more details.

- 1. The right to be informed** about who we are, and how we collect and use your personal data. Our Privacy Policy and this Fair Processing notice is intended to tell you how we collect and use your personal data, and also about the specific personal data issues relevant to Member Connect.
- 2. The right of access** to your personal data, including confirmation that we are processing your data, and the right to view the data and a request a copy of it.
- 3. The right to rectification:** you have the right to request that inaccurate personal data be rectified, or completed if it is incomplete.

4. **The right to erasure:** you have the right to request erasure of personal information. If we determine we cannot delete data, you still have the right to ask us to restrict processing of your personal data.
5. **The right to restrict processing:** you can request that we restrict processing of personal information. This means we will stop actively processing it, and it will just be stored. Stopping processing will mean that we will not add any additional information to your existing information.
6. **The right to data portability:** you have the right to request this if personal information is processed on a lawful basis of either a) consent or b) for the performance of a contract.
7. **The right to object:** you have the right to object if processing is based on legitimate interests, or if processing is being used for direct marketing.
8. **Rights in relation to automated decision making and profiling:** we do not make any kinds of automated decisions or perform any profiling with your personal information.
9. **The right to lodge a complaint with a supervisory authority:** If you are unhappy with the way in which we process your personal data, please contact us via email data@ism.org

You also have the right to lodge a complaint before the Information Commissioner's Office (ICO), the UK's data protection authority.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 (local rate) or 01625 545 745; or see their website www.ico.org.uk/for-the-public/raising-concerns/