

HELIX MUSIC

Registered charity number: 1213628

Data Protection Policy

Purpose

The purpose of this Data Protection Policy is to ensure that HELIX MUSIC complies with all applicable data protection laws and regulations. The policy outlines how we collect, store, process, and protect personal data to safeguard the privacy and rights of individuals associated with the company.

Scope

This policy applies to all personal data collected, processed, or stored by related to staff, performers, volunteers, donors, audience members, and any other individuals involved with the company.

Policy Statement

HELIX MUSIC is committed to protecting personal data and ensuring that it is handled responsibly. We will collect and process personal data only when necessary, for legitimate purposes, and in compliance with applicable data protection laws.

Principles of Data Protection

We are committed to ensuring that personal data is:

- **Processed lawfully, fairly, and transparently:** Personal data will only be used for specific, legitimate purposes, and individuals will be informed about how their data is used.
- **Collected for specified, legitimate purposes:** Data will only be collected for the purpose of managing the company's operations and activities, such as event coordination, communication, and financial management.
- **Accurate and up to date:** We will take reasonable steps to ensure that personal data is accurate and kept up to date.
- **Kept for no longer than necessary:** Personal data will not be retained longer than required for the purposes for which it was collected.
- **Protected by appropriate security measures:** We will implement appropriate security measures to protect personal data from unauthorised access, loss, or misuse.
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Data Handling and Security

- Personal data will be stored securely, either electronically or in physical form, with access limited to authorised individuals only.
- Sensitive personal data (e.g., health information, financial data) will be handled with extra care, and we will take appropriate measures to ensure it is protected.
- Personal data will not be shared with third parties without the individual's consent, except where required by law or for legitimate business purposes (e.g., payment processing, legal obligations).

Rights of Individuals

Individuals whose data we process have the right to:

- Access their personal data upon request.
- Request corrections to inaccurate or incomplete data.
- Request the deletion of their personal data when it is no longer necessary for our purposes.
- Withdraw consent where data processing is based on consent.

Data Breach Procedure

In the event of a data breach (e.g., unauthorised access to personal data), HELIX MUSIC will:

- Notify the relevant authorities within 72 hours, as required by law.
- Inform affected individuals if the breach poses a high risk to their rights and freedoms.

Training and Awareness

All employees, volunteers, and contractors who handle personal data will receive appropriate training on data protection practices and this policy.

Policy Review

This policy will be reviewed annually and updated as necessary to comply with changing laws or best practices in data protection.

By following this Data Protection Policy, HELIX MUSIC ensures that personal data is handled responsibly, securely, and in compliance with data protection laws, respecting the privacy of all individuals involved with the company.