



PRIVACY POLICY

Policy statement

At Music for Galway, we take your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you.

The following summary explains the most important aspects of how we use your information and what rights you have in relation to your personal information.

Who we are

Throughout this policy, "we", "us", "our" and "ours" refer to Music for Galway.

The information we may collect about you

We will hold:

- name
- address
- phone number
- email address
- relationship with us i.e. MFG friend, patron...

When we collect your information

We collect the information you give us via phone, website or post.

How we use your information

We use your data only where you have agreed or explicitly consented to the using of your data in a specific way and you may withdraw consent at any time.

Who we share your information with

We do not share your data with any third party unless we are required so, to fulfil your request i.e. shipment of ordered goods. In these instances, we will enter into an agreement with the third party that guarantees your data will be used only for the specific purpose and then deleted when the purpose has been fulfilled.

How long we hold your data for

We hold this data indefinitely unless you specifically request its removal from our database.

Implications of not providing your data

If you do not provide information we may not be able to

- provide requested services to you
- inform you of upcoming events
- provide you with tickets for our concerts

Using companies to process your information outside the European Economic Area (EEA)

In some cases, we may transfer information about you to other organisations outside the EEA. We will always take steps to ensure that any transfer of information outside of the EEA is carefully managed to protect your privacy rights. Full details of transfers are available in our Data Privacy Notice.

How to exercise your information rights including the right to object

You have rights in relation to how we use your information, including the right to:

- find out if we use your information, access your information and receive copies of it
- have inaccurate/incomplete information corrected and updated
- to have your information deleted or our use of your data restricted

- to withdraw consent at any time

If you wish to exercise any of your data rights, you can contact us at info@musicforgalway.ie, by post at Music for Galway, Music for Galway, NUI Galway, Riverside Terrapin, Distillery Road, Lower Newcastle, Galway or by phoning + 353 (0)91 705962.

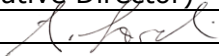
You also have the right to complain to the Data Commission or another supervisory authority.

You can contact the Office of the Data Protection Commissioner at:

Telephone: +353(0)761 104 800 or Lo Call Number 1890 252 231

Email: info@dataprotection.ie

Postal Address: Data Protection Commission, Canal House, Station Road Portarlinton, R32 Ap23, Co. Laois

Signature (Executive Director)	Date:	Review date:
Anna Lardi 	17 February 2021	17 February 2023