



Music Network Privacy Statement

(Updated June 2021)

1. Who We Are

1.1 Music Network

Music Network is Ireland's national music touring and development agency, and was founded in 1986 by the Arts Council/An Chomhairle Ealaíon. Music Network's mission is to make high quality live music available and accessible to all people throughout Ireland, while supporting musicians to excel in the performance and creation of music.

Our vision is that live music is central to people's lives and wellbeing, and to the creation of a culturally rich society. In pursuit of this, we will focus on increasing public engagement with live music and on supporting musicians to develop their professional careers.

1.2 What We Do – Our Programmes

We work with local promoters to bring the very best music from world-class musicians to intimate venues and audiences throughout Ireland. Central to Music Network's mission is supporting the performance careers of professional musicians. We do this through providing national and international concert opportunities, initiating audience development programmes with and through local partner promoters, establishing linkage projects with our subsidiary company Music Generation and local music education organisations, direct funding schemes and information services. Partnership is fundamental to Music Network's ethos, and our work is delivered in partnership with national, regional and local organisations throughout Ireland.

This website is managed by Music Network to inform audiences and musicians about our activities and range of programmes. Through this website we invite subscribers to join our mailing lists, book tickets and donate to our programme, we host a private page for Partner Promoters and we operate online application forms for various funding opportunities and residency schemes.

2. Our Privacy Statement

Music Network will not use the information you provide us with for purposes other than those for which the information was sent.

We will not sell, share or transfer your information with anyone outside of Music Network. This does not include trusted third parties who assist us in managing our website,

conducting our business, or servicing you, where we are confident that they are compliant with Data Protection legislation and have agreed to keep this information confidential.

We may release data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect the rights, property or safety of our business, our customers or others.

This includes, in specific cases, exchanging information with other companies and organisations for the purposes of fraud protection.

This Privacy Policy sets out our policy with respect to information that can be associated with or which relates to a person and/or could be used to identify a person ("Personal Data") that is collected from Users on or through the Services.

"Non-Personal Data" as used in this Privacy Policy is therefore any information that does not relate to a person and/or cannot be used to identify a person.

You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights, as set out in this policy.

You have the right to obtain a copy of your personal data in accordance with section 4 of the Data Protection Acts 1988 and 2003.

You have the right to have your personal data corrected if it is inaccurate.

You also have the right to erasure (the right to be forgotten).

This enables you to request the deletion or removal of your personal data where there's no compelling reason for us to keep using it.

This is not a general right to erasure; there are exceptions. You can request access to or ask us to correct, update or delete any Personal Data that we process about you by contacting us directly by email at dataprotection@musicnetwork.ie or at the address specified below.

We will consider and respond to all requests in accordance with applicable law.

3. Personal Data That We Collect

When you interact with us through our Programmes, we may collect Personal Data, as further described below:

3.1 All Users

We collect Personal Data when you voluntarily provide such information such as when you register for e-newsletters, book tickets, make a donation, contact us with inquiries or apply online for funding. The Personal Data we collect includes, but is not limited to, your name,

address, email address, payment details and other information that enables Users to be personally identified.

3.2 Promoters

By engaging with Music Network to access the Promoters' Area of the website the Personal Data we collect includes, but is not limited to, your name, address, email address and other information that enables Users to be personally identified. In cases where we need to make payments we will make contact with you directly and not via this website.

3.3 Musicians

By engaging with Music Network to access performance opportunities, development schemes or funding schemes the Personal Data we collect includes, but is not limited to, your name, address, date of birth, PPS number, bank details, email address and other information that enables Users to be personally identified. In cases where we need to make payments we will make contact with you directly and not via this website. The website may also carry personal information about musicians that is already in the public domain e.g. biographies, links to videos.

3.4 Audiences

By engaging with Music Network to access information and concerts the Personal Data we may collect includes, but is not limited to, your name, address, email address, bank details and other information that enables Users to be personally identified. In cases where we need to make payments we will make contact with you directly and not via this website.

3.5 Donors

By engaging with Music Network to make a donation to our work or through our Friends Scheme, the Personal Data we collect includes, but is not limited to, your name, address, bank details, PPS number, email address and other information that enables Users to be personally identified.

3.6 Suppliers

It is presumed that all transactions with suppliers are Business to Business however in the case of a sole trader, they may provide their name, personal address, bank details and, in some cases, PPS numbers which enables Users to be personally identified.

4. How We Use Your Personal Data

We collect and use the Personal Data we collect in a manner that is consistent with this Privacy Policy. We use the Personal Data in the following ways:

4.1 Specific Reason

If you provide Personal Data for a certain purpose, we will use the Personal Data in connection with the purpose for which it was provided. For instance, if you contact us by email, we will use the Personal Data you provide to answer your question or resolve your problem and will respond to the email address from which the contact came.

4.2 Access and Use

If you provide Personal Data in order to obtain access to or use of the Programmes, we will use your Personal Data to provide you with access to or use of the Programmes or functionality. For example, if you supply Personal Data relating to your identity to access a password protected area of the website.

4.3 Marketing

Where it is in accordance with your marketing preferences, we will use your Personal Data to contact you in the future for our marketing purposes, including, but not limited to, informing you about services or events we believe might be of interest to you.

5. How We Store Your Personal Data

We will take reasonable steps to keep all information as secure as possible against unauthorised access and use. All information will be protected by our security measures, which are periodically reviewed. Music Network will ensure that appropriate security measures are in place to protect personal data suitable to the sensitivity of the personal data, the state of technological development, and the cost of implementing the provisions. In addition, where an agent or processor is being retained to process personal data, there will be a sound contractual basis for this, with appropriate security safeguards in place.

6. How Long We Retain Your Personal Data

We will retain your Personal Data as long as you are registered to use the Programmes. You may contact us to delete Personal Data that we hold about you. However, we will retain Personal Data for an additional period as is permitted or required under applicable laws. Even if we delete your Personal Data it may persist on backup or archival media for an additional period of time for legal, tax or regulatory reasons or for legitimate and lawful business purposes.

7. Cookies

Please refer to our Cookie Policy.

8. Changes To This Privacy Policy

We reserve the right, in our sole discretion, to update or modify this Privacy Policy at any time. Modifications to this Privacy Policy will be posted to the Site with a change to the "Updated" date at the top of this Privacy Policy.

9. Complaint resolution

You have the right to lodge a complaint about the way we handle or process your personal data with the Office of the Data Protection Commissioner. By using this Site, you are accepting the terms of this policy. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of those websites. Contact us If you have a query about Music Network's privacy practices you should write to us at: Music Network, National Concert Hall Building, Earlsfort Terrace, Dublin 2 or by email at: dataprotection@musicnetwork.ie