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| **PRIVACY NOTICE** |
| **IDENTITY OF CONTROLLER** | The First Note Music Trust Ltd. |
| **CONTACT DETAILS OF DATA PROTECTION OFFICER** | Via Contact Us forms |
| **STATUTORY/ CONTRACTUAL/ CONDITON OF CONTRACT ENTRY**  | Contractual / Consent |
| **TYPE OF PERSONAL DATA CONCERNED**  | * Name
* Age group
* Email address
* Telephone number
* Organisation
 |
| **PURPOSE OF PROCESSING** | * To assess and respond to your query
* To support you with our services as requested
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| **LAWFUL BASIS FOR PROCESSING** | Performance of Contract / Consent |
| **PROCESSING PERIOD/ DATA RETENTION** | Data will be processed for the duration of the period in which your enquiry is active and then held for marketing purposes for the activities of The First Note Music trust until you unsubscribe from our mailing list. |
| **RIGHTS UNDER THE GDPR** | To be informed To objectTo restrict To eraseTo rectify To portabilityTo access |
| **RECOURSE AND COMPLAINTS** | * [The Information Commissioner](https://ico.org.uk)
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| **CONSEQUENCES OF FAILURE TO PROVIDE AND WITHDRAWING CONSENT** | Loss of access to FNMT’s promotions |
| **RECIPENT OR CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA**  | The First Note Music Trust does not pass personal data of clients to third parties. |
| **SAFEGUARDS IN PLACE** | * Password and username protected system
* Encryption
* Data minimisation
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