



MUSICAL WALKABOUT CiC

Privacy Policy

Issued: July 2022

Version: 2.0

Policy Approval

Approved By	Board of Directors
Date	

Issue and Revision Log

Issue	Date Issued	Date for Review
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This Privacy Policy sets out how Musical Walkabout CIC (MWCIC) uses and protects any personal information participants provide us with. A participant consent form sets out our policy for data gathering and is agreed by participants of our services.

MWCIC is committed to ensuring that participant privacy is protected. Should participants be asked to provide information by which they can be identified when using our services, it will only be used in accordance with this privacy statement.

Why we collect participant personal data

We collect participant personal data because we have an agreement in place with individuals and their family members to provide a differentiated and inclusive service, and certain information is required for MWCIC to do so.

What we collect

We may collect the following information:

- Personal information about participants, including medical and lifestyle information.
- Further clinical information from conversation, observation and questionnaires.
- Reports from other health professionals where necessary.

What we do with the information we gather

We require this information to:

- Communicate with participants regarding our work with them.
- Share information with relevant health professionals where necessary.
- Report back on activities and projects to funders of these services.

Security

We are committed to ensuring that participant information is secure. In order to prevent unauthorised access or disclosure, we have adopted appropriate data collection, storage and processing practices and security measures to safeguard and secure the information we collect.

Controlling participant personal information

We will not distribute, sell or lease participant personal information to third parties unless we have the participant's explicit permission or are required by law to do so.

Participants may request details of their personal information which we hold under the General Data Protection (GDPR). Copies of such information are available upon request.

If participants believe that any information we hold pertaining to them is incorrect or incomplete, they may email or write to Musical Walkabout CIC and we will promptly correct any information found to be incorrect.

Data Retention

We will retain participant personal data for 3 years after they stop using our services, or 3 years after the age of 18 for a child, unless there is justification for us to retain it for a longer period.

How participants can withdraw and request information to be deleted from our files

Please contact Nina Clark directly for any matters relating to participant data.

Email address: nina@musicalwalkabout.com

Participants have the right to withdraw consent