

Website Privacy Policy

The EMI Music Sound Foundation and MSFC Limited (together **EMI MSF**) process your personal data (as defined by the Data Protection Act 1998 (the **Act**) and outlined below) for the purposes of:

- 1 consideration of any application for a grant or bursary from EMI MSF, including investigation to establish that the criteria for an award are met, whether it relates to you personally, the person on whose behalf you are applying or your organisation;
- 2 administering the activities of EMI MSF;
- 3 achieving the charitable objectives of EMI MSF;
- 4 administering postings on the EMI MSF noticeboard and associated activities including monitoring your use of the noticeboard;
- 5 transferring your personal data to other organisations connected with the grant and bursary award process;
- 6 disclose information to responsible authorities if it reasonably believes that criminal activity is taking place or it believes that an individual or a group of individuals are at risk of harm;
- 7 fundraising; and
- 8 undertaking the marketing of EMI MSF's aims, which may include marketing to you using telephone, facsimile and electronic mail services.

EMI MSF respects the privacy concerns of the visitors to this Website ("the Site").

By submitting an application to EMI MSF or by registering with the EMI MSF noticeboard you are consenting to our processing your personal data for the above purposes.

If you would prefer that EMI MSF did not process your data for the purposes of direct marketing please write to the EMI Music Sound Foundation, 27 Wrights Lane, Kensington, London, W8 5SW.

Please note that information displayed on our Website or sent to EMI MSF over the Internet may be transferred outside of the European Economic Area ("EEA") where data protection laws are not as strong as within the EEA. If you have any concerns in relation

to such transfers, you should not use the Internet as a means of communication with EMI MSF.

EMI MSF collects sensitive personal data, as defined by the Act, only if permitted to do so by the Act. By registering with the EMI MSF noticeboard you consent to EMI MSF processing your sensitive personal data for the above purposes.

If you supply any visual image or sound recording to EMI MSF, or EMI MSF obtains such image or recording by other means, this image or recording may be used for EMI MSF's marketing and promotional activities.

EMI MSF continues to process your personal data following:

- o a decision being made on awards and bursaries; and/or
- o sending you any information requested by you.

Only information collected by cookies as specified below is automatically collected from users of the Site. In the event that we do collect any personal data about visitors to the Site it is available only to EMI MSF and EMI Group PLC and its related companies ("EMI"), which hosts the Site on behalf of EMI MSF. EMI shall not use this information for any purpose not expressly permitted by EMI MSF and EMI shall have permission to send you direct marketing information only with your express consent.

We may use technology to track the patterns of behaviour of visitors to the Site. This can include using a "cookie", pieces of information what are transferred to an individual user's hard drive for record keeping purposes. At the present time the cookie stores any information which you enter into the Site, this includes name, address, phone number and email address. It is possible for EMI MSF to retrieve the information stored in the cookie, however this retrieval is unlikely at the current time.

The cookies function by saving your passwords and site preferences as a result it is possible to speed up your future activities at the Site and allow EMI MSF to provide you with information specifically tailored to your interests. You can usually modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your browser settings. To modify your browser settings click on the help section of your Internet browser and follow the instructions.

The Site contains links to other websites. Neither EMI MSF nor EMI are responsible for the privacy policies and practices or the content of each others site or any websites which are linked to the Site.

EMI MSF encourages parents and guardians to use the parental control tools available from online services and software manufacturers to help supervise their children's online activities. EMI MSF shall only obtain the data of individuals if it is permitted by the laws of the United Kingdom and shall take steps to ensure that children from jurisdictions other than the United Kingdom and the Republic of Ireland cannot use the Site.

Please check this page periodically for changes as EMI MSF reserves the right, at its discretion, to change, modify, add, or remove portions of the Privacy Policy and the Site at any time. Your continued use of the Site following the posting of any changes to this Policy will mean that you accept such changes.

DEFINITIONS

Please find below definitions of some of the terms used in the above privacy policy for your information and assistance.

1 PROCESSING

1.1 In the Act "processing" means obtaining, recording, or holding the information or data or carrying out any operation or set of operations on the information or data, including: -

1.1.1 organisation, adaptation or alteration of the information or data,

1.1.2 retrieval, consultation or use of the information or data,

1.1.3 disclosure of the information or data by transmission, dissemination or otherwise making available, or

1.1.4 alignment, combination, blocking, erasure or destruction of the information or data.

2 PERSONAL DATA

2.1 Personal data are:

2.1.1 any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller;

2.1.2 any information such as name and address, email address, telephone number and general contact details, personal data includes images on film (e.g. CCTV images), photographs and telephone voice recordings.

3 SENSITIVE PERSONAL DATA

3.1 Sensitive Personal Data means personal data consisting of information as to:

- 3.1.1 the racial or ethnic origin of the data subject;
- 3.1.2 the data subject's political opinion;
- 3.1.3 the data subject's religious beliefs or other beliefs of a similar nature;
- 3.1.4 whether the data subject is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- 3.1.5 the data subject's physical or mental health or condition;
- 3.1.6 the data subject's sexual life;
- 3.1.7 the commission or alleged commission by the data subject of any offence; or
- 3.1.8 any proceedings for any offence committed or alleged to have been committed by the data subject, the disposal of such proceedings or the sentence of any court in such proceedings.