

## **Girls Rock London Privacy Policy**

This is the privacy notice of Girls Rock London, registered charity 1170457. If you cannot find the information you require in this document, please get in touch with questions or queries by emailing us at [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com).

This privacy notice is valid from April 10<sup>th</sup> 2019. We keep our privacy notice under regular review.

### **How we use your information**

This privacy notice tells you what to expect when Girls Rock London collects your personal information. It applies to information we collect about:

- People who visit our website
- People who email us
- People who attend events we organise
- People who sign up for our mailing list
- People who volunteer with us

This privacy notice does not apply to businesses or organisations.

Under the General Data Protection Regulation, individuals have the right to make a request information, rectification, erasure, restriction, transfer, and/or object to the processing of data. If this concerns you, please see more information about your rights and how to use them below.

### **People who visit our website**

We use a third-party service, 1&1 IONOS, to host our website [www.girlsrocklondon.com](http://www.girlsrocklondon.com).

1&1 IONOS uses cookies to save browsing preferences and to optimise users' browsing experience. You can read more about how they use cookies in their [cookies policy](#).

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **People who email us**

We use a third-party provider, Gmail, for our email services. You can find more information about their privacy policy and systems [here](#).

We will also monitor any email sent to us, including file attachments, for viruses or malicious software.

### **People who attend events we organise**

Girls Rock London offers services to the public, such as our rock camps and other workshops and musical events.

When we organise our own events, we hold the details of the people who have requested the service in order to provide it. However, we only use these details to provide the service the person has requested and for other closely related purposes. For example, we hold information about people who have signed up to our rock camps, so that we can

contact them about follow-up events that they might be interested in and that might benefit their musical progression, or to find out how they enjoyed the event. Their personal details will never be disclosed, shared for any purposes, or shared with any other third party organisation.

Our events are open to people under the age of 18, and as a result we hold data about children. This is provided to us by parents who sign up their children to our events, and who consent on their children's behalf to us holding the data.

We hold demographic data about our participants in order to track how successful we are in reaching different communities in the population with our activities. We use Survey Monkey and paper forms to collect this data, which is anonymized and analysed, and kept securely in our Google Drive to inform strategic decision-making. Paper forms are kept in a locked cabinet.

Sometimes we use external provider to sell tickets to these events (such as Brown Paper Tickets). When using a third-party provider like this, please consult their privacy policy.

When people subscribe to our services, they can cancel your subscription at any time by emailing [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com).

### **People who sign up for our mailing list**

People can sign up to our mailing list by emailing us, or submitting their email address through our website. Anyone who is a member of our mailing list will be contacted from time to time with information about Girls Rock London events, fundraisers and news. They can unsubscribe at any time by following instructions in any email they have received or by emailing [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com).

### **People who volunteer with us**

We use Google Drive and Survey Monkey to collect and store data about our volunteers. In both of these, we store volunteers' email addresses and phone numbers which they have consented to provide us with. We may circulate these to other volunteers, to enable people to work together, but only with individuals' explicit prior permission. We also collect demographic data about our volunteers on both of these platforms and on paper forms; this data is anonymized, analysed and used to inform our strategic planning. Paper documents are shredded or kept in locked cabinets.

We never share our volunteers' personal details with other organisations.

### **Access to your data**

Under the General Data Protection regulation, individuals have the right to make a request for information, rectification, erasure, restriction, transfer, and/or object to the processing of their data. Find out more about your rights on the Information Commissioner's office [website](#).

A request for any of the above can be done in writing by emailing [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com).

In order to fulfil the request we must be able to verify your identity may ask for further details about you and your contact with Girls Rock London. We will respond to a request

within one calendar month of receiving it, free of charge. However, if the request is complex or there are numerous requests we may extend this deadline by a further two months and/or charge a fee. We will notify you if this is the case and explain why.

### **Complaints or queries**

Girls Rock London aims to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention by emailing us at [girlsrocklondon@gmail.com](mailto:girlsrocklondon@gmail.com) if it is considered our collection or use of information is unfair, misleading or inappropriate.