

## GRANTS PRIVACY NOTICE

This Notice explains how PRS Members' Fund (The Performing Right Society Members' Fund, UK registered charity number 1181735) as controller, uses personal information in the course of administering grants, including receiving and considering applications for grants.

### Key details

This privacy policy describes how PRS Members' Fund protects and makes use of the personal information you give us when you use this website, [www.prsmembersfund.com](http://www.prsmembersfund.com).

This policy is updated from time to time. The latest version is published on this page. We will notify you of significant changes by contacting you directly.

If you have any questions about this policy, or about how we use your personal information, please contact [fund@prsformusic.com](mailto:fund@prsformusic.com) or telephone +44 (0)203 741 4067.

### 1. Who are we?

When we refer to **we** or **us** in this privacy notice we are referring to the PRS Members' Fund, a charity registered with the Charity Commission in England and Wales with charity number 1181735.

We are a **controller** of the personal information you give us when you use this website, which means we are responsible for deciding how we hold and use information about you. We are registered with the Information Commissioner Office with registration number Z5734202.

### 2. What personal information will PRS Members' Fund collect and process about me?

The personal information PRS Members' Fund collects in the course of assessing and administering its grants is primarily obtained directly from the grant applicant during the application process (and therefore indirectly from the individual). Mainly, this will be information about an individual who is a point of contact for the grant/ prospective grant.

We may collect the following personal information:

- Identity data such as your name, username, social media identity and account details (and other profile data such as your password, preferences, feedback and survey responses).
- Contact data such as your address, email and telephone numbers.
- Financial data such as bank account and payment details.
- Transaction data, including details of payment and donations.
- Diversity data which is used for internal monitoring purposes only (and does not affect the outcome of funding decisions).
- Technical data such as your IP address when you visit our websites.
- Any other information you provide us in the course of the grant application or throughout the grant period or thereafter.

### **3. How and why will PRS Members' Fund use my personal information?**

Collecting this personal information helps us understand what you are looking for from the Fund, enabling us to deliver improved services to our beneficiaries.

Specifically, we may use personal information:

- To administer an account on our grants application database. To process and assess grant applications, including contacting you to discuss the application and any queries.
- To administer grants and for purposes in the course of the grant relationship, including ongoing contact regarding the relationship, payment, monitoring and evaluation and reporting back (including audits).
- To contact you in response to a specific enquiry.
- To send you details of PRS Members' Fund opportunities, relevant events and news that we think will be of interest to you. It's up to you to decide whether you want to receive this information, which is covered by our separate, general [Privacy Policy](#).
- To satisfy legal and regulatory obligations.
- For the prevention of fraud.
- For the establishment, defence and/ or enforcement of legal claims.

We have a legitimate interest to use your personal information in this way in order to provide our website services to you. We are satisfied that your interests and fundamental rights do not override our interest to use your personal information as set out above.

We will sometimes ask you to give us consent to use your personal information, for example, to send you promotional emails about funding, services, offers and other things we think might be relevant to you.

You can change your mind easily and withdraw your consent at any time by sending an email to [fund@prsformusic.com](mailto:fund@prsformusic.com).

### **4. Will PRS Members' Fund share my personal information with anyone else?**

Generally, we will only use your personal information within PRS Members' Fund and share with third party to extent required to achieve the purposes set out in the Notice. We require third parties to respect and safeguard your personal information.

**Third parties with whom we share the data so that they may process it on our behalf, and act only in accordance with our instructions may include:**

- Relevant existing and future funding and programme partners.
- Consultants.
- Suppliers and sub-contractors for the performance of any contract we have with them.
- The Board of Trustees who agree the grant selection process.
- Insurers and professional service providers such as accountants and lawyers.
- Financial companies that collect or process donations on our behalf, and external fundraising platforms.

- Our main donor, PRS for Music, who we share key stats with relating to demand, grantee numbers and overall diversity of grantees.

We also reserve the right to disclose your information to third parties for their own purposes in some cases. For example:

- If we are under legal or regulatory duty to do so.
- To protect the rights, property and/ or safety of the charity, its personnel, supporters, users and others (including you).
- Regulatory authorities, such as HMRC.

## **5. Cookies and how we use them**

### **What is a cookie?**

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

### **How we use cookies**

We may use cookies to:

- Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.
- Identify whether you are signed into our website. A cookie allows us to check whether you are signed into the site.
- Test content on our website. For example, 50% of our users might see one piece of content, the other 50% a different piece of content.
- Store information about your preferences. The website can then present you with information you will find more relevant and interesting.
- To recognise when you return to our website. We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

### **Controlling cookies**

When you visit our website, you will be asked to consent to the use of cookies. You can also use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, please note this may affect how our website functions and some pages and services may become unavailable to you.

## **6. International data transfers**

Generally, the personal information we collect is stored at a destination within the UK or EU.

## **7. Security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to do so.

We do not transfer your personal information outside the UK.

## **8. Links from our site**

Our website may contain links to other websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share personal information about you. We do not control these third-party websites.

If you provide information to a website to which we link, we are not responsible for its protection and privacy. Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

## **9. Sharing your personal information**

We only ever use your personal information if we are satisfied that it is lawful and fair to do so. We may disclose your personal information to:

- our external service providers.
- our professional advisers, for example, our accountants, auditors, bankers, insurers and lawyers.
- if we are under a legal duty to disclose or share your personal information, for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime.
- where we need to share your personal information with a regulator, for example, making returns to HMRC or reports to the Charity Commission.
- as part of a transfer or merger of parts of our organisation or our assets. If a change happens to our organisation, then the new owners may use your personal information in the same way as set out in this privacy policy.

## **10. How long will PRS Members' Fund keep my personal information?**

We will only keep your personal information for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal information for a longer period in the event of a complaint or if we reasonably believe there is a prospect of a legal claim connected to our relationship with you.

To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of the information, the potential risk of harm from unauthorised

use or disclosure of the information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements. The length of time may vary depending on these purposes For example:

- If the data is necessary for the performance of a contract, we will retain it while performance under that contract remains active, and for a period thereafter in which that data may still be relevant to dispute resolution, enforcement of rights under the contract, accountancy purposes or where additional connected contracts are likely to arise.
- In certain cases we may be legally obliged to hold data for a certain period of time, or to delete the data at a certain time, including in accordance with the exercise of your rights as data subject as explained in this Notice.

In some circumstances we may anonymise your personal data (so it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If you would like further information, please contact us.

## **11. Our legal basis for collecting and using personal information.**

The legal bases for the processing of personal information set out in this Notice are:

1. Where there is a contract, and the use is necessary for the performance of the contract or take steps at your request prior to entering into it.
2. Where there is a legal or regulatory obligation.
3. Where it is necessary for PRS Members' Fund or others' "legitimate interest" and this is not over-riden by your interests and fundamental rights. PRS Members' Fund's legitimate interest will primarily be the legitimate pursuit of its grant-making activities as a charitable entity, and associated work.

## **12. Your rights**

You have the following rights:

- To ask for the personal information we hold and for a copy of it.
- To withdraw consent.
- To object to processing (use) – you have the right to object where we are (i) relying on the legal basis of your legitimate interests (ii) using your personal information to send direct marketing or (iii) using it for statistical purposes.
- To erasure – in some cases, you can ask us to delete your personal information from our records (or anonymise it).
- To restrict processing – instead of deletion, you may ask us to restrict our use of personal information if there is a disagreement about its accuracy or legitimate usage.

- To rectification – if you believe our records concerning you are inaccurate, you can ask us to update them. You can ask us to check the personal information we hold about you if you are unsure.
- To 'data portability' – this means that, where we are processing your personal information using automated means on the basis of consent, or to perform a contract, you can ask us to transfer it to you or another service provider in a usable format.

You also have rights in relation to **automated decision making** which has a legal effect or otherwise significantly affects you. You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces significant legal effects concerning you.

If you have given your consent to us processing your personal information, you have the **right to withdraw your consent** at any time.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **13. Contact us (including complaints)**

To exercise your rights, or if you have any questions or concerns about this Notice please let us know by contacting us in one of the following ways:

If you have any questions or concerns about this Privacy Notice or use of your personal information please let us know by contacting us in one of the following ways:

PRS Members' Fund  
1st Floor, Goldings House,  
2 Hay's Lane,  
London,  
London  
SE1 2HB

T: 020 3741 4067

E: [fund@prsformusic.com](mailto:fund@prsformusic.com)

You are entitled to make a complaint at any time to the Information Commissioner's Office, the UK regulator for data privacy – <https://ico.org.uk/global/contact-us/>.

We are always grateful for the opportunity to resolve your concerns before you feel the need to speak to the ICO – <https://www.prsmembersfund.com/contact/>.

We understand that people may act out of character in times of distress or due to frustration. However if that frustration becomes aggression or abuse towards our staff, we won't accept that.

The PRS Members' Fund operates a 'zero-tolerance' policy towards aggressive or abusive behaviour. This includes any personal, abusive or threatening comments, bad language, physical contact and aggressive gestures.

If we feel behaviour is unacceptable or unreasonable, we may take any of the following actions:

- restrict or end contact on the matter
- restrict contact on all matters
- end contact entirely for a period of time
- report incidents to the police (for example, if violence has been threatened)
- take any other action that we consider appropriate (in extreme cases, this may include blocking calls and returning correspondence) including actions provided for in the PRS for Music's Code of Conduct Member Policy ([click here](#) to read full policy).