

## **Privacy Notice**

### **Music Export Growth Scheme**

#### **The purpose of this document**

The Department Business and Trade (DBT) is committed to protecting the privacy and security of your data. This notice describes how we collect and use your data in accordance with Data Protection legislation (the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018).

It is important that you read this privacy notice, so that you are aware of how and why we are using your data.

#### **What personal data we collect**

- Name
- Address
- Email address
- Phone number
- Bank Details

All personal data is handled under the Government Security handling for Official data and non-personal data may be retained according to the Public Records Act 1958.

#### **Why we need your personal data**

The data you provide will be processed by DBT and selected third parties in order:

- To make available grants to UK-registered independent music companies to assist them with marketing campaigns when looking to introduce successful UK music projects overseas.

#### **Our legal basis for processing your personal data**

The legal basis for collecting this information and processing your data is:

- Legitimate interest, consent, contract.

#### **How we share your personal data**

The data collected will be shared with the following organisations for the purpose detailed above:

- The MEGS Selection Board
- DBT
- BPI

In addition, an aggregated analysis of data collected may be shared with the Information Commissioner's Office (ICO) the Government Internal Audit Agency (GIAA), and the National Audit Office (NAO) for audit purposes.

We will also share your data if we are required to do so by law or regulation – for example, by court order, or to prevent fraud or other crime.

**We will not:**

- sell or rent your data to third parties
- share your data with third parties not detailed in this notice unless legally obliged to do so.

**How long we keep your personal data**

We will only retain your data for as long as it is required to fulfil the purpose for which we collected it.

**How we protect your personal data and keep it secure**

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data - for example, we protect your data using password protection, limiting staff access to specifically 'security cleared' individuals. We also ensure any third parties we deal with keep all personal data they process on our behalf secure and in line with Data Protection legislation.

**Your data subject rights and access to your personal data**

You have the right to contact DBT and exercise your data subject rights.

**Contacting us**

If you have any questions about this privacy notice or how we handle your data, you can also write to us at:

[data.protection@businessandtrade.gov.uk](mailto:data.protection@businessandtrade.gov.uk)

**Contacting the Information Commissioner's Office**

You can also make a complaint to the Information Commissioner, who is an independent regulator.

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

Information Commissioner's Office

Wycliffe House

Water Lane, Wilmslow

Cheshire SK9 5AF

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice if we make any substantial updates.

DBT is registered as a Data Controller under the UK GDPR and Data Protection Act 2018.