

MUSICIANPRO LTD

- PRIVACY POLICY -

This policy (together with our 'Terms of Business') sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by Musicianpro LTD. We keep certain basic information when you contact Musicianpro and recognise the importance of keeping that information secure and letting you know what we will do with it. Please read the following carefully to understand our views and practices regarding your personal data.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Musicianpro LTD, 3 Connaught House, Riverside Business Park, Benarth Road, Conwy, LL32 8UB, United Kingdom. We are registered with the Information Commissioners Office (ICO) to collect, retain and pass on personal information about you in accordance with the General Data Protection Regulations 2018.

(ICO registration Number is: ZA353402)

Musicianpro are required to comply with all aspects of the Data Protection Act. Musicianpro may be required to transfer your personal information overseas and any transfers made will be in full compliance with all aspects of the Data Protection Act.

HOW WE MAY CONTACT YOU

Musicianpro may contact you by phone, email or text message. We also communicate through social media messaging (Facebook or WhatsApp) whilst you are working on your assigned cruise ship.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process data about you which may include:

- Your full contact details, availability, nationality, photographs & audio / visual footage
- A copy of your medical certificate and passport / visa details

(If you contact us by email, we may keep a record of that correspondence.)

HOW WE USE YOUR PERSONAL DATA

Musicianpro makes use of your personal information in various ways:

- Create a profile of yourself to promote your services as a professional musician to our clients
- Contact our clients / cruise companies with the information we hold about you
- To maintain our accounts and records

WHO DO WE SHARE YOUR INFORMATION WITH

We may share your information in the following ways and with the following companies:

- Cruise companies who use our services and who you may have been contracted to work for
- Our service providers
- Debt collection agencies for non-payment

HOW TO CHANGE YOUR PREFERENCES OR UPDATE YOUR PERSONAL DATA

We do **not** use your personal details for any marketing purposes and we will securely retain your information on our system, until at such time we disclose your information to a cruise company to promote your services as a professional musician. You can exercise the right to change your preferences or update your personal information at any time by contacting us at admin@musicianpro.co.uk

YOUR RIGHTS

Under data protection law you now have the right to:

- Be kept informed about the processing of your personal data
- Correct your personal data if it contains any errors
- Object to the processing of your personal data
- Restrict how your personal data is processed
- Have your personal data erased
- Request access to your personal data

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be disclosed to and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA by one of our clients / cruise companies. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers and all our systems are password protected and access is strictly limited to Musicianpro staff who specifically need to process or have access to your data.

ACCESS TO INFORMATION

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be emailed to you.

CONTACT

If you require more details about how Musicianpro uses your personal data or you wish to have any of your personal data updated or erased, please email us at admin@musicianpro.co.uk and advise us accordingly.



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