

## BY VOICE ALONE

### COMPETITION PRIVACY NOTICE

This privacy notice (and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us in relation to the By Voice Alone Opera Competition (the **Competition**), will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

#### **Our contact details**

By Voice Alone Ltd

Registered in England and Wales: company registration number 11637237

Registered Office: 20-22 Wenlock Road, London, England, N1 7GU

Email: [auditions@byvoicealone.com](mailto:auditions@byvoicealone.com)

Data Manager: Melanie Lodge

#### **What type of information we collect from you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect the following personal data:

- Identity Data includes first name, last name, title, age group and gender identity.
- Contact Data includes correspondence address, email address and telephone numbers.
- Details of your qualifications.
- Details of your professional engagements.
- Headshot.
- Sound files of you performing.

By you completing our Equality & Diversity Monitoring Form, we collect the following special category personal data. Special Categories of Personal Data include details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation and information about your health.

We collect the following special category personal data:

- Details of your nationality.
- Your gender identity
- Details of any disability.
- Details of your ethnicity/race.
- Details of your religion.

#### **How do we collect the information and why do we have it**

We collect personal information from you completing our application form and Equality & Diversity Monitoring Form. We also collect personal data from you from your interactions with us during the Competition, whether by email, telephone or in person.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you, by accepting you as a competitor in the Competition.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

- Where we need to comply with a legal obligation.
- In relation to your special category data, we shall anonymise this data as soon as possible following collection. We only use this special category data with your explicit consent, which you can withdraw at any time by contacting us.

These are the legal basis on which we process your personal information.

### **What do we do with the information**

We use your information for the following purposes:

- To register you as a competitor in the Competition.
- To fulfil our obligations under the Competition Rules, by contacting you following auditions.
- To assist you to attend and take part in auditions and the final.
- For equal opportunity monitoring purposes.
- For promotional purposes for the Competition.

We share your information with certain third parties such as:

- Audition Oracle Limited, a company which is providing administration services in order for competitors to submit our application form, monitoring form and make payment of the application fee.
- We may need to provide limited personal data to venues, parties who assist us with auditions and to the Competition Jury.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **How we store your information**

We store your information electronically using a secure website and by using appropriate security measures to protect it.

We do not transfer your personal data outside of the European Economic Area.

We shall keep your personal data for the duration of the Competition. Following the end of the Competition your personal data will be deleted.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact information above if you wish to make a request.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113