



The Institute
of Contemporary
Music Performance

ABOUT THIS NOTICE

This privacy notice explains how the Institute of Contemporary Performance ("ICMP", "we", "our", "us") collects, uses, and shares your personal data, specifically your data collected through the 'Zero Tolerance' report and support process. This privacy notice concerns our processing of personal data of people who interact with ICMP ("you", "your").

ICMP is the data controller of your personal data and is subject to the UK General Data Protection Regulations (GDPR) and other relevant data protection legislation.

HOW WE COLLECT YOUR INFORMATION

This service is provided as a means for ICMP to report incidents of bullying, harassment, sexual misconduct and hate crime, and you may provide personal data in the course of using this form. This could include your status, gender, contact details and about the incident you are reporting. This may include special categories of personal data, such as data concerning health, sex life, ethnic origin and data relating to alleged criminal offences, The form may also collect personal data about other individuals who are witnesses or perpetrators.

We will ensure that all personal data you supply is held in accordance with the UK GDPR. We do not sell or otherwise transfer this personal data to any third parties unless this is permitted by law.

HOW WE USE YOUR INFORMATION

The purposes for which we may use personal data is:

- Help us to identify the best person for you to speak to in relation to your report and support you where you have provided your contact details.
- Provide the relevant person with your contact details (if you have provided them) and some useful background information that will enable them to understand the nature of your concern or the incident you are reporting.
- Where you have provided your contact details, review your report and take further action if required. For example, an investigation could lead us to carry out disciplinary action. We will inform you of what actions will be taken.
- Monitor patterns or trends in data that will be used to inform proactive and preventative work. When reporting anonymously, we will not ask you for any personal identifiable details, which means that we won't be able to offer direct advice. We will keep an anonymised record of your report to identify whether there have been/are other similar reports and whether there is a pattern of behaviour or trends that should be addressed through generalised interventions (e.g. training programmes, awareness campaigns, environmental investigations, etc).

HOW WE STORE AND PROTECT YOUR INFORMATION

Your personal information is protected by us in a number of ways.



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It is stored on computer systems that have been tested to make sure they are secure and which are kept up-to-date to protect them from viruses and hacking. Where we share your personal information with other organisations, we only ever do so using secure computer systems or encrypted email.

We store your personal information in the UK only.

Your information used by us can only be seen by staff who have been specifically trained to protect your privacy.

No information that could identify you will ever be published by us.

HOW LONG YOUR INFORMATION IS KEPT

Information provided to us through the Report and Support service will be reviewed for destruction six years from the date the report is made.

YOUR RIGHTS

Under the UK GDPR you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

CONTACT US

If you have any queries about this privacy notice, how we process your personal data or to request access to the personal data that we hold about you, you can contact our Data Protection Officer by email: dataprotection@icmp.ac.uk; by telephone: +44 020 8038 2399; or by post: Data Protection Officer, ICMP, 1B Dyne Road, Kilburn, London NW6 7XG.



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If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

If you would like more details about how we use and store your personal data, you can view our Data Protection Manual on our [Policies Page](#).