

## **The Galway Music Residency Data Protection Policy**

### **Privacy Policy**

The Galway Music Residency is committed to protecting the privacy of its users. We are aware that as a user you care about the security and privacy of your information. Any personal information that you volunteer to The Galway Music Residency, either as an event attendee, programme participant, website or e-newsletter subscriber will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Act, 1988, as amended by the Data Protection (Amendment) Act, 2003.

Any user information we collect is with the specific goal of providing you with the best possible user experience. Technical details in connection with visits to our website are logged by our Internet service provider for statistical purposes. No information is collected that could be used by us to identify website visitors. The technical details logged are confined to the following items:

- The IP address from which you access our website (an IP address is the number automatically assigned to your computer when you are online)
- The type of browser and operating system used to access our site
- The date and time of your access to our site
- The pages you visit; and the internet address of the website from which you accessed our site.

This technical information will only be used by The Galway Music Residency for statistical and other administrative purposes. We do not, under any circumstances:

- Link IP addresses to anything that would identify you personally
- Share the information we track on this site, in any form, with any third party
- Release personal information about any user.

If you provide us with personal information in an email message or by filling out a form with your personal information, we will only use that information to respond to your message and to help us provide you with the material you have requested. The Galway Music Residency's e-newsletter is sent only to those who have requested it.

### **Updating personal information**

If your personal information changes or if you no longer wish to subscribe to our services, we will endeavour to correct, update or remove the personal information provided to us as speedily as possible. This can be done by emailing us at [info@thegalwaymusicresidency.ie](mailto:info@thegalwaymusicresidency.ie).

### **Protecting your information**

We take every precaution to protect your information. All Personal Information stored by The Galway Music Residency is held on our secure database.

This policy may change from time to time so please check it periodically.