



Anam Music Therapy CLG Privacy Policy

The protection of personal data is a high priority for Anam Music Therapy CLG, hereby referred to as 'Anam Music Therapy'. We take all appropriate measures to ensure your rights and data are protected. The statement below sets out what information we may hold and why we need to hold it. We also set out contact details for the person you should contact if you want further information or have any concerns.

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What data do we collect?

Anam Music Therapy collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Parent/Guardians information [where applicable] such as names, addresses, phone and email contacts
- Next of Kin
- Referral/Registration Forms
- A record of any accidents/incidents
- A record of any complaints raised by or about you
- Any correspondence to or from you

- Risk assessments (e.g. risks relating to you/your child's evacuation from the centre if there is a fire, risk of falls, risk of challenging behaviour)

How do we collect your data?

You directly provide Anam Music Therapy with most of the data we collect. We collect data and process data when you:

- Submit a contact form on our website
- Register online or place an order for any of our products or services
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email
- Use or view our website via your browser's cookies

How will we use your data?

Your personal information is used for the following purposes:

- To process your donation
- To respond to your queries or requests for support
- To correspond with you if there are any problems processing your donation
- To correspond with you if you consent to receiving marketing information re items/events of interest

We hold personal data to provide you with our service, to market our service, to communicate with you about our service, news and events (your preferences can be updated at any stage) , to get your feedback on how we can improve our service, and to produce anonymised statistics/outcomes reports. The data we collect, and process is required to:

- Manage our interactions with you
- Comply with our legal obligations
- Look after your vital interests in the event of an emergency
- Carry out our legitimate interests in managing and running Anam Music Therapy

How do we store your data?

The time periods for which we retain data depends on the type of data and the purposes for which we use it. We will keep for no longer than is required or permitted.

To protect your personal data, we have implemented physical, electronic and managerial procedures so that access to data is limited to those who specifically require it to process your contact with us.

Marketing

Anam Music Therapy would like to send you information about services of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Anam Music Therapy from contacting you for marketing purposes.

What are your data protection rights?

Anam Music Therapy would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Anam Music Therapy for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Anam Music Therapy correct any information you believe is inaccurate. You also have the right to request Anam Music Therapy to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Anam Music Therapy erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Anam Music Therapy restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Anam Music Therapy's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Anam Music Therapy transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:
info@anammusictherapy.com

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit allaboutcookies.org.

How do we use cookies?

Anam Music Therapy uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- [Add any uses your company has for cookies]

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Anam Music Therapy's website may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Anam Music Therapy keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 16 January 2025.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@anammusictherapy.com

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Anam Music Therapy has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Data Protection Commission
21 Fitzwilliam Square S
Dublin, D02 RD28

<https://forms.dataprotection.ie/contact>

Tel: 057 8684800

Email: Info@dataprotection.ie