

## Privacy Statement

The Society for Musicology in Ireland (SMI) protects the personal data of its members in accordance with the EU's General Data Protection Regulation (GDPR, from May 2018): for explanation and guidance, see <https://www.dataprotection.ie/en/dpc-guidance>

By becoming a member of SMI you assent to all the following aspects of the Society's policy:

### The personal data that SMI holds

- SMI collects and holds only the data that you permit us to have when you register as a user on the SMI website and then purchase membership of the Society.
- As a registered user you may see what personal data SMI holds by logging in and viewing your profile page. This is done by logging in at <https://musicologyireland.com/user/login> then going to the 'Edit' tab. The 'Orders' tab will show receipts of orders you have made for membership.
- The only data that are essential for SMI to have are your username, your real name (first and last names) and your email address. Other fields are optional (currently a photo and a biographical entry).
- Our email service, MailerLite, collects data such as when you open an email, and if you click on a link within the emails. This information is not shared with any other party.
- If you are in receipt of payment for grants, services, conference support or other activities concerning SMI, your banking data may be stored as part of our financial records. In keeping with the Charities Act 2009, SMI keeps financial records for at least six years after the end of the tax year to which the records relate. We may keep financial records such as bank statements indefinitely as part of our financial archives.
- Our membership payments are processed through PayPal, and we receive only the name of the PayPal account holder and the email address associated with that account. PayPal has its own privacy statement which can be accessed here: <https://www.paypal.com/ie/webapps/mpp/ua/privacy-prev>

### Changing or deleting your personal data

- All the data that you have access to in your profile page may be edited by you directly. Your existing account username is the only field that cannot be altered. If you need assistance with updating any information, please contact the SMI Web Administrator (email: [admin@musicologyireland.com](mailto:admin@musicologyireland.com)).
- You have the right to have your user-account deleted and all your data removed from our records. You may request this by contacting the SMI Web Administrator. If at the time you are a current member of the Society, this request will cancel your membership.
- Unless you instruct us otherwise, SMI may retain the details you have provided us for up to five years after your membership has expired, in case you should wish to rejoin SMI. After five years, your user-account will be deleted and all your data removed from our records.

## **The public display of personal details**

- If you are a current member of the Society, your name is shown in the automatically generated list at <https://musicologyireland.com/members-list>. No other personal data will be publicly available or accessible.

## **Notifications and communication**

- SMI reserves the right to communicate by email with all its current members and thereby to send circulars (news and other announcements) to the whole membership. By becoming a member (or by renewing your membership) you assent to receiving such emails. See [https://musicologyireland.com/SMI\\_mails](https://musicologyireland.com/SMI_mails) for further information.
- EU law concerning privacy and data-protection gives each member the right to unsubscribe from the SMI members' mailing list maintained by MailerLite which the Society uses to communicate with the membership. However, by unsubscribing the member will thus cease to receive news and other circulars from the Society.
- The names and email addresses of members of SMI and registered users of its website will be used exclusively for the stated purposes of the SMI and will not be made available for any other purpose or to any other party.

## **Website**

- When using the SMI website at [musicologyireland.com](https://musicologyireland.com), visitors are asked to agree to the use of "cookies", the common industry-wide technology for tracking users' navigation of a site's webpages. Those written by the SMI site have the name "musicologyireland.com", are temporary in their effect (expiring after 24 hours) and access no information about you except the status settings of your web browser. Some cookies written by Twitter, which may have different properties, are also invoked when users load our webpages that contain embedded Twitter news-feeds. You may decline the use of cookies, delete existing ones and set your web browser to decline and delete them, though these actions will reduce the functionality of your use of the SMI website.
- Like all servers on the World Wide Web, SMI's webserver logs all visitors' IP addresses and the webpages accessed. These data, which contain no personal information, may be used in website analytics and by the SMI Web Administrator for the purposes of debugging and error solving.

SMI (September 2019, updated January 2020)