

## MUSIC GENERATION DAC – DATA SUBJECT ACCESS REQUESTS

### INTRODUCTION

All personal data held by Music Generation DAC, both in manual and automated form, will be kept and processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003, the EU General Data Protection Regulation ('GDPR') 2018, and the Data Protection Act 2018. This includes personal information held on employees, children / young people / parents / guardians, board members, donors, volunteers, and independent contractors.

Music Generation DAC will comply with the Data Protection principles set out in the relevant legislation. This applies to all Personal Data collected, processed and stored by Music Generation DAC in the course of its activities. Music Generation DAC makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

Access to Personal or Sensitive Personal Data is restricted to only those staff members who require it in the carrying out of their duties.

Disclosure of any of this information to statutory or other bodies, or its agencies, will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents / Guardians (in relation to children) or from anyone above aged 16 or over if Music Generation DAC wishes to disclose this information to a third party for any other reason. The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of Music Generation DAC.

It is intended that, by complying with these guidelines, Music Generation DAC will adhere to best practice regarding the applicable Data Protection legislation.

If you are the subject of personal data held by Music Generation DAC you have a number of rights under the Data Protection legislation, which includes making a Data Subject Access Request.

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### MUSIC GENERATION DAC – DATA SUBJECT ACCESS REQUEST PROCEDURE

To see a copy of your own data held by Music Generation DAC, you will need to:

- submit a written request to the Data Protection Liaison (dataprotectionliaison@musicgeneration.ie), please mark as "Confidential – for attention of Data Protection Liaison"
- enclose proof of identity, such as a copy of driving licence or passport
- proof of age (if aged 16 + with no other ID to confirm)
- proof of address (eg: a recent utility bill, TV licence, or letter from a bank/insurer/solicitor)

You are requested to complete the Data Subject Access Request Form to assist Music Generation DAC in accurately identifying the location(s) of the personal data. Music Generation DAC will respond as quickly as possible, but has a maximum of one month in which to provide you with the information requested.

The postal address for data subject access requests is:

Data Protection Liaison,  
Music Generation DAC,  
c/o National Concert Hall Building,  
Earlsfort Terrace,  
Dublin 2.

***It is important to note that in certain circumstances there is not an automatic right of access to the information requested, and below are some examples.***

- Section 60 and 61 of the Data Protection Act 2018 provides certain restrictions on a data subjects rights for important objectives in general public interest.
- You have the right to have any inaccuracies of your data updated. You also have the right to request that your data be removed or destroyed unless it needs to be retained for legal or regulatory obligations.

**Music Generation DAC - Data Subject Access Request Form**

*(Request for a copy of Personal Data)* GENERAL DATA PROTECTION REGULATION (GDPR) (2016/679) AND DATA PROTECTION ACT 2018

Full Name (Capitals): .....

Postal address: .....

.....

Other contact details: Tel: ..... Mobile: .....

Email: .....

I ..... (name) wish to make an access request Article 15 of GDPR and Section 91 of the Data Protection Act 2018, for a copy of the data specified below, that your organisation keeps about me, in automated or in manual form.

Please describe the personal data which you are requesting, providing as much detail as possible, including dates or time periods where possible (the more details you provide will assist us in responding to your request):

Specific Data: .....

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I enclose the following additional information which could help to process the request as quickly as possible:

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Please indicate if you: a) wish to view the data only  or b) if you would like a copy of the data:   
Please note that you have a “right to be forgotten” if you want your information to be deleted, and you have a right to have incorrect information changed/updated. Please make either of these requests in writing.

Signature: ..... Date: .....

Print name: .....

Please submit:

- A copy of official identification (which includes your photo), to verify your identity e.g. driving licence or passport along with this form.
- A recent bill from a utility company, a copy of a TV licence or a letter from a bank/insurer/solicitor (as proof of address).

Please return this form and above documentation to prove identity (marking it as confidential) to:

**Data Protection Liaison, Music Generation DAC, c/o National Concert Hall Building, Earlsfort Terrace, Dublin 2**