



Registered Charity No. 1178401

112 Broad Lane, Hampton, Middlesex TW12 3BW

Tel. 07435 062212

Email: info@okmtrust.org.uk

Web: www.okmtrust.org.uk

GDPR AND PRIVACY POLICY

Introduction and Contact Information

This privacy statement tells you what to expect when we collect your personal information. We will explain what data we hold about you, how we collect and use your data and whether we share it with other organisations.

The Otakar Kraus Music Trust will be the organisation which has control of your data (the data controller). If you want to ask us for information about your data or this privacy policy, please contact The Otakar Kraus Music Trust at 112 Broad Lane, Hampton, Middlesex, TW12 3BW or by telephone on [07435 062212](tel:07435062212) or by email at info@okmtrust.org.uk and we will respond to you directly.

We have purposely drafted this notice to be clear and concise so it is a summary of how we collect and use your personal information. If you would like more details about how we collect and use your personal information you will find this on our website terms of use. If you can't find the information you would like, please contact us.

This privacy notice applies to:

- Visitors to our websites and use of cookies
- Information we obtain about you
- How we use your information
- Sharing your information
- Where we store your personal information
- International data transfers
- Your rights of access to information
- Other rights you might have
- Complaints
- Changes to this policy statement

Visitors to Our Websites and Use of Cookies

When someone visits our websites we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. Cookies help us to provide you with a good experience when you browse our website and allow us to improve our site.

Information About You

We will generally only collect data about you directly from you and this will be done when you communicate with us and is likely to include your name, address, e-mail address and telephone numbers.

Sometimes information about you will come from other organisations if you have made an enquiry to them which they have to pass to us. We may also receive information about you from people instructed by you. These businesses will mainly be data controllers themselves and we encourage you to read their privacy notices for information about how they deal with information about you. A number of organisations will deal with data about you on our behalf and we will therefore deal with any matters that arise about the way they handle your data; these include the companies that host our website and our other computer systems.

If we have asked for your consent to use your data you may withdraw that consent at any time by contacting us on [07435 062212](tel:07435062212) or at info@okmtrust.org.uk

Sharing Your Information

We will only share data about you where we have a legitimate interest to do so. Other than in a purely business context we are only likely to share details of our shareholders with companies that process your data on our behalf or our business advisers such as brokers and PR consultants or with other parties instructed by you (such as your brokers, advisers or nominees). We may have to disclose, or allow inspection of, our share register where such a request is made in the form laid down by statute and we have to comply unless we can prove that the information is not being requested for a “proper purpose” (a broad term that is not defined in the relevant legislation).

There may be occasions when we must share information (including with regulators) about you so that we comply with a legal obligation, to enforce or apply our website terms of use, other agreements or to protect the rights, property, or safety of ourselves or someone else. We will also exchange information with other companies and organisations for the purposes of fraud protection, crime prevention or detection and credit (and other) risk reduction.

Where We Store Your Personal Information

All information you provide to us is stored securely. Where we have given you, or where you have chosen a password which enables you to access certain parts of our systems (including any hosted for us), you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once

we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

International Data Transfers

We do not generally process personal information outside of the European Economic Area but should this occur from time to time (for example our use of Google analytics involves some personal data being transferred to the USA) it will be done only in a way that complies with current laws and regulations.

Access to Information

You may obtain the information we hold about you by making a written request to us using the contact details above.

Subject to compliance with any laws and regulations, when you ask us about the information we hold on you we will give you confirmation that your data is being processed, access to it and any other supplementary information we consider relevant to your request.

Your Other Rights

In addition to having access to your information (see above) and your right to the information set out in our privacy statements you have the rights to ask us to rectify any incorrect information about you; to delete information we hold about you; to restrict what we do with information about you; to require us to send information we hold about you either to you (or someone you designate) in a commonly used machine readable form. Additionally you may object to how we are using information about you and the right not to have automated decisions made about you.

The above rights are not all absolute and whether you can use one of these rights may depend on the way we obtained your information or the legal basis on which we use your personal information. More information about how and when you can exercise these rights is available from the [Information Commissioner's Office](#).

Complaints

We are committed to protecting and respecting information about you in compliance with relevant laws and regulations and for this reason we take complaints we receive about this very seriously. Please address any concerns to us at the contact address given above or to clare@okmtrust.org.uk. We encourage you to contact us directly if you are unhappy, but if you are not satisfied with our response or if you prefer not to raise the issue with us you may at any time complain to the Information Commissioner's Office; for more information on this see the ICO's [report a concern links](#), their [contact links](#) or at one of its regional offices.

Links to other sites

This privacy notice does not cover the links within this site linking to other websites. These websites have their own privacy statements and we encourage you to read the privacy statements on the other websites you visit.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

Use of Cookies

Supporting Site Information

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. We use cookies for the following general purposes:

Analytical cookies: These persistent cookies are used to recognize and count the number of visitors as well as providing other information about the visit such as duration, route through the site and what sites the visitor came from. This information helps us to improve the way our site works, for example by making sure users find what they need easily. These cookies are provided by Google.

Advertising and Third party cookies: We do not use persistent cookies or similar technologies (known as action tags, single pixel gifs and web beacons) to provide country-specific content or assess information about your visits to this site. These cookies may be used within third party advertisements on the site.

The table below gives more details about the specific cookies that may be used and why.

Cookie	Name	Purpose	More Information
Google Analytics	_ga _gat _gid	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the	Click here for an overview of privacy at Google. This cookie is deleted at the end of your session.

Cookie	Name	Purpose	More Information
		site from and the pages they visited.	
Cookie Consent	cookielawinfo-checkbox-necessary cookielawinfo-checkbox-non-necessary viewed_cookie_policy	Cookies set to record whether you have accepted use of cookies or your consent is required.	Duration: 30 days
Website session	PHPSESSID	Cookie set by our webserver to provide a better user experience	This cookie is deleted at the end of your session.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org

To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>

How to Refuse the Use of Cookies

Most web browsers allow some control of most cookies through the browser settings. You may refuse the use of cookies by selecting the appropriate settings in your browser. However, if you do this you may lose some useful functionality.

How to Disable Cookies in Your Browser

Here's how to prevent new cookies from being installed and how to delete existing cookies. The exact procedure depends on which browser you are using.

Internet Explorer

To prevent new cookies from being installed and delete existing cookies:
<http://windows.microsoft.com/en-GB/internet-explorer/delete-manage-cookies>

Firefox

To prevent new cookies from being installed:
<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

To delete existing cookies:
<https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>

Google Chrome

To prevent new cookies from being installed and delete existing cookies:
<https://support.google.com/chrome/answer/95647?hl=en>

Safari

To prevent new cookies from being installed and delete existing cookies:
<http://help.apple.com/safari/mac/8.0/#/sfri11471>

Reviewed January 2023 To be reviewed annually