European Society for the Cognitive Sciences of Music, ESCOM Privacy and Data Protection Statement

ESCOM is an European international non-profit society whose aim is to promote research, dissemination of research and cooperation between researchers in cognitive sciences of music. It does so through the publications of research and event organisation.

For its operation, ESCOM needs to gather, store and use data from individuals and organisations. This privacy and data protection statement outlines how ESCOM uses personal information in a restricted and secure manner, and in accordance with The General Data Protection Regulation (2018).

The main parties involved:
ESCOM
SAGE, publisher and distributor of *Musicae Scientiae*

No data is shared with other parties, also not with conference organisers.

This document explains 1) what and how personal data is collected and for what purposes, 2) how data is handled, 3) individual's rights, 4) review of the policy.

Roles and responsibilities:
ESCOM is the Data Controller
ESCOM's General Secretary is the Data Protection Officer
ESCOM's restricted Executive Council and Administrative Secretary have access to personal data
Sage is a Data Processor

1. Collection and use of personal data

When becoming a member of ESCOM, ESCOM obtains information about names, e-mail addresses, and if required postal addresses. This data is used for the core activity of ESCOM to which an individual subscribes as part of becoming a member of ESCOM. This primarily includes the distribution of its journal *Musicae Scientiae* and administration of membership.

When subscribing to the ESCOM mailing list, subscribers' names and e-mail addresses are collected. This information is used only for the purpose of the e-mail list distribution, which the individual consents to when subscribing to the e-mail list.

2. Data handling

Personal data is held securely and will not be used for any other purpose than outlined in this policy, unless explicit consent is obtained from individuals for this purpose. We will only retain personal information for as long as necessary. No financial details are collected. Evidence of payment is recorded through electronic receipts, accessible via the society's online bank account.

The main data saved are names and e-mail addresses, and where necessary for the distribution of the journal, the postal address. This data is shared with Sage for distribution of *Musicae Scientiae*. Furthermore, names and e-mail addresses of members are used to send reminders for renewal of subscriptions. This information is deleted if members explicitly withdraw their membership or if three years have passed without renewal of membership subscription.

E-mail addresses and names of e-mail list subscribers are stored as long as the individual subscribes to the e-mail. The personal information is deleted when a subscriber unsubscribes to the list.

Two exceptions are made. These concern ESCOM board members, whose names are published on the ESCOM website, and Members of the Editorial Board of Musicae Scientiae, whose names are published on the website of Musicae Scientiae. This information is kept for archival purposes.

3. Individual's rights

You have the right to know about how your personal data is used, to request access to the information we hold on you, and to ask us to remove your data entirely. You have the right to ask us to change or correct information, and to object to the use of personal data from you for a certain purpose.

4. Review of policy

This policy was created in accordance with the General Data Protection Regulation, which was introduced in May 2018. The policy will be regularly reviewed and any updates publicised on the website. This privacy document was last updated on 5 November 2018.

Questions or concerns can be directed to the General Secretary of the society by e-mail at escom@escom.org, or by contacting the General Secretary or President of the society (https://www.escom.org/contact.html).