

Friday, 18 May 2018

Burton & Tamworth Yamaha Music Schools

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to any individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The directors of Burton & Tamworth Yamaha Music School have appointed a Data Protection Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The directors of Burton & Tamworth Yamaha Music School comply with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership records
- To maintain our own accounts and records
- To inform you of news, events and activities, including photographs, videos and audio recordings
- To enable us to comply with legislation (e.g. Children (Performance and Activities) (England) 2014)

4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out obligations under legislation which directly affects the schools, particularly its pupils and to be able to maintain a portable set of records for emergency use.
- We need to be able to keep you informed about news, events and activities.
- Processing is carried out by designated members of the music schools where the processing relates only to pupils and former pupils and where required, parents (or those who have regular contact with the schools in connection with those purposes)
- There is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other appropriate members of the schools on an "as required" basis. We will only share your data with third parties outside the schools with your consent.

6. How long do we keep your personal details?

We only keep data whilst children and their parents are associated with the schools. Once this association ends, the relevant data is securely destroyed/deleted. Videos will be retained as part of the schools' archive. Still images of individuals will be similarly retained unless a request is received to remove them.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the directors of the Burton & Tamworth Yamaha Music Schools holds about you / your child
- The right to request that the directors of the Burton & Tamworth Yamaha Music Schools correct any personal data if it is found to be inaccurate or out of date
- The right to request that your personal data is erased where it is no longer necessary for the directors of Burton & Tamworth Yamaha Music Schools to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable) (Only applies where processing is based on legitimate interests)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Review

This Notice, the Data Protection Policy and other Data Protection issues will be reviewed regularly by the directors of the Burton & Tamworth Yamaha Music Schools, and any appropriate amending action will be taken and documented.

A Data Protection review will be held by the directors of the Burton & Tamworth Yamaha Music Schools annually.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Burton & Tamworth Yamaha Music School Administration Manager at burtonyms@hotmail.com or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5A