

PRIVACY POLICY Music Junction

1. My lawful basis for processing personal data is 'legitimate interests'.
Data is held solely in order to administer our teaching services and communicate effectively.
2. The personal information I hold is largely information given to me by you, the parent, via the sign up forms or from the sign up on the website also on other forms sent to you by me or by the school. Information is held electronically (PC, smartphone) and on paper. Paper copies of the Tuition Agreement are kept at home once they have been given to me at school. Information held may include all or some of the following: your child's name, parent email addresses, home address (held only on the Tuition Agreement) and parent phone numbers. From time to time further information may be requested from you, which you can provide as long as you are happy to do so. Paper copies of external exam entry details, which include your child's date of birth, are kept at home after receiving these in school.
I also keep short records of each child: name, class, parent contact phone number, instrument size, date of starting lessons, musical achievements, music groups and hobbies eg Cubs, which can alert me to the possibility of working for a Musician badge. These records are held both electronically and on paper kept in my school file.
Your child's name, class and instrument is held on a paper register displayed on the wall in the school, and also kept in my school file. My lesson rota, with your child's name and class is displayed outside the Music Room at school, and is also kept in my school file.
3. It is in the interest of parents and pupils that I hold this information, for the smooth running of lessons, to enhance/develop my teaching and provide you with important information, send rotas, invoices, exam results, lesson information including start dates and any changes to lesson time/day etc. It is also in your interests to inform me via email, text etc of any school events which may affect music lessons.
4. Information is not shared without your permission except to the teacher who is administering the lessons. Emails sent to a group of parents are always sent as blind copies.
5. Tuition Agreements, contact forms and exam entry forms are destroyed, with personal information shredded, within 2 years of receipt. Email addresses are deleted from my contacts within a year of your child stopping lessons. Registers, rotas and paper records of each child are destroyed within 2 years of their 'end date', with children's names shredded.
6. Email addresses are saved in my contacts on my PC and smartphone. Emails on the computer are accessed only via a password, and access to my phone is via a PIN number.
7. I keep this Privacy Policy under regular review and reserve the right to update from time-to-time by sending you an updated version, not least because of changes in applicable law. I recommend that you check this Privacy Policy occasionally to ensure you remain happy with it.
8. You have the right to ask for processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate usage. Please contact me if you need to discuss anything relating to this Privacy Policy.

Please complete (sign and date) the statement below and return the whole policy to Nathan King via your child at their next lesson.

I accept the terms of the above Privacy Policy. Signature of parent/carer _____

Date _____