

Jopes Music Privacy Statement

This policy was reviewed on 8th April 2019

Introduction

We are committed to the protection of the personal data of the children and young people we teach. Any concerns regarding personal data can be raised with me at sallybartholomew@hotmail.com

Information we collect

For children having music lessons:

- Names
- Record of attendance
- Age
- School

How personal information is used.

This information is used for lesson planning and reporting to Cornwall Music Hub

The legal basis for processing personal data

Personal data of children and young people is held on the basis of consent. This consent may be withdrawn at any time by writing to us at the contact address above.

Sharing personal data

The data may be shared with Cornwall Music Hub for the purpose of drawing subsidies for lessons where appropriate.

Securing personal data

Data is stored on physical registers and a personal computer, protected by individual password access.

Retaining personal data

Personal data is stored for the duration of the period during which the lessons take place and for a maximum of six months thereafter.

Parents' rights in relation to personal data

Data subjects have rights with respect to the following:

- access to personal information
- correction and deletion
- withdrawal of consent
- data portability
- restriction of processing and objection
- lodging a complaint with the Information Commissioner's Office

These rights can be exercised by contact me at the email address above.