

Gloucestershire Academy of Music

Privacy Policy

August 2021

Gloucestershire Academy of Music, Barbican House, Barbican Way, Gloucester
GL12JF

Introduction

Gloucestershire Academy of Music (GAM) is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What data do we collect?

- We collect personal data about you and your child in order to provide music activities that are tailored to meet your child's individual needs.

Personal data includes:

- Child's name, date of birth, address, health or educational needs, school name
- Parents' names, address, email address, phone numbers, emergency contact details
- We also collect additional financial information from families applying to our bursary scheme.

Why do we collect this data?

- GAM uses this personal data about you and your child in order to provide effective music activities in a safe environment.

This includes using your data to:

- contact you in case of an emergency
- manage any health or wellbeing needs of your child whilst attending our activities
- maintain contact with you about your child's progress and respond to any questions you may have
- make the logistical arrangements with you for your child's safe participation in off-site performances and events
- keep you updated with information about our service

With whom do we share this data?

- If you instruct us to enter your child for an exam, we will pass on their name and date of birth to the relevant exam board.
- Your child's name may be published on a concert programme, unless you instruct us not to include it.
- If attending an event such as Music for Youth, your child's name may be passed to the event organisers as part of their safeguarding procedures.

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission
- To protect your child and other children; for example by sharing information with social care or the police
- it is necessary to protect our or others' rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

- By ensuring that personal data is kept in a locked filing cabinet in the GAM office
- Ensuring that electronic personal data is kept on our encrypted and password protected storage system or on password protected office computers.

How long do we retain your data?

We review our data annually each September and delete information relating to people who no longer use our service.

What are your rights with respect to your data?

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice or how we handle your data, please contact us.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO) The ICO can be contacted at Information

Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or
ico.org.uk.

Reviewed and Approved at Board Meeting May - 2024