

## **The Music Makers Privacy Policy**

### **Who are we?**

The Music Makers has been running music courses operated by Mark Rolfe during school holidays in the premises of Nottingham Girls' High School.

We are committed to protecting your privacy. We will always keep your personal information safe and will never sell it to a third party. Our promise to you is that we are clear and honest about why we collect your personal information and how we use it.

### **Information we get from you and how we store your data**

We collect your personal data each summer to enable us to administrate and safely run the Music Makers and Bandcamp music courses. We promise to never share your personal information with any third party. We will only send you marketing material if you have agreed that we can do so.

#### ***Electronic data storage***

During the preparation time for a course, when you submit an application for one of our courses, your data is stored electronically on a secure and password-protected spreadsheet.

#### **These data include:**

- A. Your child's name
- B. School name
- C. School year
- D. Your e-mail address.

Once the course is completed, this information is deleted and no personal information is retained on the spreadsheet other than your child's name.

Where you have provided your consent for course images to be used for promotional use, these images may be displayed on our company website. We have taken great care when selecting these images, and ensured there are no visible names on any garments worn by the students.

The Music Makers mailing list is stored on the 'mailchimp' application which is fully compliant with the General Data Protection Regulation (GDPR) regulation.

#### ***Paper data storage***

While the course is ongoing, paper application forms are held at Nottingham Girls' High School in a lockable secure location.

These data include: In addition to A, B, C & D above:

- E. Your child's date of birth
- F. Gender
- G. Age during the course
- H. Medical Information (GP surgery details, relevant medical history & allergies)

- I. Parent/next of kin information (including parent name, home address, e-mail address and telephone numbers)

Having the above information to hand while running courses enables us to quickly access any next of kin, medical and healthcare information which is required to facilitate the course and provide the best care for the students. Following the completion of each course, all paper application forms are shredded.

#### **How long do we keep your personal information?**

With exception of our Mailchimp mailing list, which contains your e-mail address and to which you have consented to be part, all personal data provided by you is destroyed following completion of each course. We would like to reassure you that we do our absolute best to protect your and our students' privacy.

If you have any queries regarding our data protection policy, or any of our practices, please contact [mark@the-music-makers.org.uk](mailto:mark@the-music-makers.org.uk)