Bexley Music Privacy Notice

The Purpose of Data Processing

We are processing your data so that we can provide you with music lessons, ensembles and activities, and we need your details in order to fulfil our contract with you.

The Categories of Personal Data

The information we will process will include your name and that of your participating children, their date(s) of birth and their school(s), your address, phone numbers and email address and any information about your child's special needs or medical conditions that you choose to give us. We also keep records of all financial transactions between us, and whether you qualify for subsidies or benefits.

For Music Tours and Bexley Music events outside the Belmont Academy campus, we will process additional information about you and your participating children, which may include passport and European Health Insurance Card (EHIC) details and dietary requirements that you choose to give us.

The categories of recipients that Bexley Music has or will disclose the data to.

We do disclose your information to examining bodies, contractors and suppliers in order to fulfil our contract with you.

Whether the council will transfer their data out of the EU/EEA.

We will not transfer your Personal Data outside the EU/EEA.

The criteria used to decide the retention period

We may retain your personal data for a period of six years after your association with us has come to an end, except where you owe us money, when we will keep the information until the debt is paid.

Your rights

Under the GDPR you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you
- to require that we cease processing your personal data if the processing is causing you damage or distress
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect
- to require us to erase your personal data
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Information about whether giving Personal Data is part of a statutory or contractual requirement or obligation.

The information we request is a contractual requirement. If we cannot contact, you about your child's activities we may not be able to provide these activities.

Automated decision making and profiling.

We are not using automated Decision Making or profiling to process your Personal Data

What information is mandatory for you to provide and the consequences of not providing the information

No information is mandatory for you to provide.

Contact us

If you have any queries about this privacy notice or how we process your personal data, or to request access to the personal data that we hold about you, you can contact our team at info@bexley-music.co.uk.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk

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