

Privacy Notice for Music and Movement

Music and Movement is committed to protecting and respecting your privacy. We want you to understand how we collect and use information about you.

The privacy notice describes:

- Who we are
- What personal data we collect and store about you, and how we collect it
- Why we collect personal data and what we do with it
- The steps we take to ensure your personal data is kept secure and confidential
- How long we will hold your information for
- Your rights and how to exercise them
- How to contact us

1. Who we are

Music and Movement is a registered charity which runs group sessions for pre-school children, introducing them to the enjoyment of music, rhythm and dance. (Charity Registration No: 1073065). The groups are made up of children, parents/carers and leaders who meet during term time on a weekly basis. Music and Movement hires the use of one site. Currently two classes are held on Friday mornings at the Trinity Methodist Church, Hexham.

For the purposes of the EU General Data Protection Regulation (GDPR), the Data Controller is "Music and Movement" (referred to in this notice as "we", "us" or "our"). As a Data Controller we are responsible for, and control the processing of, your personal data.

2. What personal data we collect and store about you, and how we collect it

When you join Music and Movement we collect and store the following personal information:

- * Name, title, full postal address, telephone contact number, email address (if any);
- * Name and date of birth of child or children attending classes; and
- * Classes attended in the current term and payment record.

This information is obtained from the details provided by you in your registration form when you start attending one of our classes. We also keep attendance and payment records.

3. Why we collect personal data and what we do with it

In order to process personal data in accordance with GDPR, it has to be done according to a "valid lawful basis". We have set out our legal bases below:

Legitimate Interests – We use and process some of your personal information for our legitimate interests. As a charity providing paid-for services, our legitimate interests for processing your personal information means we can verify your child's entitlement and attendance at our weekly sessions. We collect your email address when you register with Music and Movement which allows us to communicate with you regarding our sessions.

Consent – In addition to communicating with you via email regarding sessions, we may on occasion send you information such as newsletters and information regarding fund-raising events. Under GDPR, this is classified as direct marketing and as such we are required to show that you have given your consent (such as saying “yes” to a question or ticking an opt-in box on the Registration form) to allow us to process your personal data for a specific purpose.

4. The steps we take to ensure your personal data is kept secure and confidential

Your personal data is stored securely on password protected computers and held securely on a paper copy and is available only to the class leaders. Other committee members do not need or have access to individual data. Any financial data such as payment record, is only accessible by the Leaders and the Treasurer. Your data is never passed on to any third party.

5. How long we will hold your information for

We will only hold your personal information for as long as is needed to fulfil the purpose for which it was processed, or as required by any laws that apply. If having registered and provided consent to receive communications from us, we haven't heard from you for a reasonable time, we may contact you to ensure you're still happy to receive communications from us. If you advise us that you no longer wish to receive such communications, we will ensure that our records are updated accordingly.

6. Your rights and how to exercise them

You already have certain rights under existing data protection laws. From 25 May 2018, GDPR sets out a number of rights for individuals:

- Right to be informed about the collection and use of your data.
- Right to request a copy of the personal information we hold on you.
- Right to rectify any inaccurate information we hold on you.
- Right to object to or restrict processing of personal data such as in relation to direct marketing.
- Right to data portability.
- Right to erase: the right to request that we delete or remove your personal information from our systems.

In the last case, it would of course mean that we would be unable to communicate with you and keep you up to date.

Further information about your information rights is available on the website of the Information Commissioner's Office: <https://ico.org.uk>

7. How to contact us

We hope that you will be satisfied with the way in which we approach and use your personal data. If you wish to discuss this privacy notice with us or you wish to see the data we hold on you please contact us by email: musicmove79@gmail.com

Date: 20th February 2023