

# ALTRINCHAM MUSIC SCHOOL



## Privacy Notice for Families

IN LINE WITH THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018  
[COMMONLY REFERRED TO AS GENERAL DATA PROTECTION REQUIREMENT OR GDPR]

September 2022

**Privacy Notice for Families**

## Introduction

Everybody has a right to have their personal information kept confidential, this includes the students who attend Altrincham Music School and their families. The school is committed to protecting students' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

## Why does the school have to issue this Privacy Statement?

The school is classed as a Data Controller because the school collects and processes data, for example it shares some personal data with the Examination boards. The law requires that we must keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

## Why do we keep data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll
- To record school attendance and payments
- To make contact with students to organise, cancel, rearrange lessons, examinations and events

The school receives most data, works with it, stores it and shares it with others on the legal basis of *Contract*. This means that these activities are tasks that the school has to carry out in order to fulfill our contractual obligations to our students.

The school will ask students or their parents for *consent* to our using other data, such as photographs.

## Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. The members of staff do not share passwords or leave equipment or paper records in vulnerable places. **The school has a robust policy on the use of mobile phones and cameras.**

The school receives confirmation from other parties who have access to pupil data (for example examination boards) that they comply with the General Data Protection Regulation.

To help keep children safe, it is important that the adults responsible for students know if they have any health issues. Although we may share this information in an emergency,

we will only share it with people who need to know it to keep your children safe and healthy.

Our teachers are responsible for maintaining some contact data [names, telephone numbers and email addresses] for the purpose of arranging lesson times. We are not required to have a data protection officer, however the person with overall responsibility for data within the school is Mr. Andrew Smith.

### **Students' Data**

The sort of data that is personal or sensitive and which should be kept private includes:

- Students name, address and other contact details
- Anything to do with health and welfare

### **How long will we retain your data?**

We will only keep students' data for as long as they remain students with us or until any contractual obligations are fulfilled, at which point electronic records will be deleted and any paper copies destroyed.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.