



## **PRIVACY POLICY**

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject, you and your family.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those processes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

### **Little Music Stars Privacy Notice**

#### **Introduction**

We are 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. We process all personal data in line with the UK Data Protection Act 2018 (GDPR).

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

**What Personal Data do we Collect?** We collect personal data about you and your child to provide services and learning that is tailored to your child's needs.

Personal details that we collect about your child include:

- Your child's name, date of birth, address, health and medical needs and any special educational needs. Personal details that we collect about you include:
- Your name, home address, phone numbers and emergency contact details.

This information will be collected from you directly in the registration form via Class 4 Kids.

**Why we collect this information and the legal basis for handling your data:** We use personal data about you and your child in order to provide services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- Contact an emergency contact provided.
- Support your child's wellbeing and development.
- To manage any special educational, health or medical needs when using our service.
- To maintain contact with you about your child's progress, any future services provided and questions you have.
- To keep you updated with information about our service.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

**Who we share your data with:**

- Our insurance underwriter (if applicable)
- The auditor will see what personal details are on bank statements and children's reference on financial records

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 enforce or apply the terms and conditions of your contract with us
- To protect your child and other children; for example by sharing information with social care Or the police
- It is necessary to protect our rights, property or safety

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

**How do we protect your data?**

We protect unauthorized access to your personal data and prevent it from being lost, accidentally destroyed , misused or disclosed by:

Storing all data in a locked cupboard. Any data kept electronically is password protected. We minimize access to online data and whilst we acknowledge that we cannot guarantee against data breaches, either accidental or deliberate. If one were to happen we would notify the ICO within 72 hours if it risks people's rights and freedoms and the individuals concerned if necessary. We would document the breach and decision, along with the remedial and preventative action taken which we would take as necessary.

### **How Long do we Retain Your Data?**

We retain your child's personal data for up to 1 year after your child no longer uses our services. All paper data is shredded.

### **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 and
- Request that we transfer your, and your child's personal data to another person

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 Katie Verner on 07946 193733 or [info@littlemusicstars.co.uk](mailto:info@littlemusicstars.co.uk)

