

General Data Protection Regulation Reid's Digital Music Privacy Statement (Clients)

About Us

Reid's Digital Music is a digital music tutoring service that provides after-school clubs in several schools Wales and England.

What data we collect

You are required to enrol onto our courses via our website. It is important that we receive the following information:

- Parents full name
- Child's full name
- Address
- Contact details (email and phone number)
- Person(s) collecting child
- The school your child attends

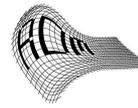
Why we collect this data

The data is collected for the following reasons:

- To ensure the safety of all children while under our supervision
- To contact you in cases of emergency
- To keep you informed about course dates and times as well as lesson changes
- To invoice you for course payments fees

How long we keep the data

We retain your data for the time period in which your child attends our club. It will be kept within our system for a maximum of 1 year after your child withdraws from the club.



Your rights

You have the following rights under data protection legislation:

- To access a copy of the information comprised in your personal data
- To object to processing of your personal data that is likely to cause or is causing damage or distress
- To prevent processing for direct marketing
- To object to decisions being taken by automated means
- In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed
- Can seek redress for a breach of data protection legislation

To make a request for the personal information we hold on you or to discuss anything in this privacy notice, contact our Data Protection Officer Alastair Reid (info@reidsdigitalmusic.co.uk).

Sharing your data

Your data is stored to ensure the safety of your child and to contact you regarding course information and in cases of emergency. It will not be shared with any third parties.

Privacy Policy

All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of Reid's Digital Music privacy policy (found below).

Complaints

If you have any concerns or complaints in relation to how Reid's Digital Music collects and/or process your personal data, you should contact our Data Protection Officer Alastair Reid (info@reidsdigitalmusic.co.uk) in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by RDM, you have the right to report your concern/complaint to the Information Commissioners Officer (www.ico.org.uk)

Privacy Policy (Clients)

Introduction

Reid's Digital Music is the owner of this website and we are committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR). The website is maintained by Reid's Digital Music. For the purposes of data protection legislation, Reid's Digital Music is the data controller. This policy explains how the information we collect from you is used and kept securely. It also explains your right to access your information under the Data Protection legislation.

The information we collect from you

We will collect the following information about you through our online course enrolment form:

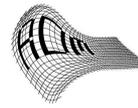
- Parents full name
- Child's full name
- Address
- Contact details (email and phone number)
- Person(s) collecting child
- The school your child attends

You can maintain your own personal data at anytime by making a request via our email address 'info@reidsdigitalmusic.co.uk'.

How we use your information

Your personal information will be used for the following purposes:

- To deal with your requests and enquiries
- To ensure the safety of all children while under our supervision
- To contact you in cases of emergency
- To keep you informed about course dates and times as well as lesson changes
- To invoice you for course fees



Protecting your information

The data that we collect from you is stored on our CRM system with is password protected and limited to our digital music tutors.

By submitting your personal data, you agree to this transfer, storing or processing. We will take reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send over the Internet.

Finding out what information Reid's Digital Music holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are referred to as 'subject access requests'. If you would like to make a subject access request, Please contact the club's Data Protection officer by email address 'info@reidsdigitalmusic.co.uk'.

Data retention

We will retain data for such time as you are a member of our club. If you resign from the club, your data is retained on our membership system for a maximum period of 1 year.

Changes to our Privacy Policy

We regularly review our Privacy Policy and update this when necessary. This Privacy Policy was last updated May 2018

Contacting Reid's Digital Music about this Privacy Policy

If you have any questions or comments about this privacy policy please send an email to the Data Protection Officer at 'info@reidsdigitalmusic.co.uk'.