

Privacy Notice for students and their parents/guardians at Ealing Junior Music School (How we use student and parent/guardian information)

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Who are we?

This Privacy Notice is provided to you by the Trustees of Ealing Junior Music School who are the data controller for your data.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, age and address).
- Instruments being learned and classes being attended.
- Instruments being hired from EJMS.
- Attendance information (such as sessions attended, number of absences and absence reasons).
- Music exam results.
- Day school attended.
- Relevant medical information where provided by the parent/guardian.
- Special educational needs information where provided by the parent/guardian
- Exclusions/behaviour information.

The categories of parent/guardian information that we collect, hold and share include:

- Personal information (such as name, address, telephone number and email address.
- Invoices issued in respect of student course fees, exam fees and miscellaneous fees.
- Invoices paid and unpaid.
- Exclusions/behaviour information.
- Financial information where fee assistance is being claimed.
- Bank sort code and account details where we have been requested to make any fee repayments due by online bank transfer.

Why we collect and use this information

We use the student data:

- to support pupil learning
- to monitor and report on pupil progress
- to enter students for external music exams
- to provide appropriate pastoral care

- to assess the quality of our services
- to comply with the law regarding data sharing

We use the parent/guardian data:

- to advise them of the lesson and ensemble times of their children
- to advise them of the general timetable, concert and other relevant events for the current and future terms.
- to notify their child's exam results and general progress
- to comply with the law regarding data sharing

The lawful basis on which we process this information

We process this information under:

Contractual Necessity

Most of your data is processed in order to enter into or perform a contract under which EJMS will provide music education to enrolled students (or to take steps prior to entering into such a contract).

Compliance with a legal obligation

Some of your data may be processed in order to comply with a legal obligation. This may include, but not be limited to, obligations under child safeguarding legislation and requirements of government departments.

Vital Interests

Where necessary to protect your child's 'vital interest' we may use medical or emergency contact information without parental or your child's consent.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the general data protection legislation, we will inform you whether you are required to provide certain student or parent/guardian information to us or if you have a choice in this.

Storing this information

We hold student and parent/guardian data for the entire period the student is enrolled with us and for seven years thereafter.

Who we share this information with

We do not routinely share this information with anyone external to EJMS except where we are required by law to do so. Examples of the latter may include obligations under child safeguarding legislation. Certain restricted student information such as name, age and existing exam results may be shared with external music examination boards as and when students are entered for further music exams.

Information is shared within EJMS only to the extent that it is necessary to do so for the operational requirements of EJMS. Certain information may also be shared with the EJMS Trustees, who are ultimately responsible for EJMS.

Why we share student and parent/guardian information

We do not share information about students and parents/guardians with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. Requests for data of children under 13 can only be made by the parent/guardian. To make a request for your or your child's personal information, contact John Hudson, Chair of Trustees, Ealing Junior Music School.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact John Hudson, Chair of Trustees, EJMS. Email: chair@ejms.org.uk

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.ejms.org.uk This Notice was last updated in May 2018.

End of document

John Hudson (Chair), Gill Hilton, Elin Harraghy, Clare Scott Booth,
Cressida Miles, Ross Underwood, Piers Williamson, Tim Davenport, Denis Barry.

EJMS Trustees

May 2018