

Sidney Artez Guitar Tuition

DATA PROTECTION POLICY

Sidney Artez Guitar Tuition Data Protection Policy sets out our commitment to protecting personal data and how our staff and volunteers will implement that commitment ensuring we comply with the law in respect of the collection and use of personal data.

In order to ensure we meet these legal requirements this policy will follow the principles set out in the General Data Protection Regulations GDPR 2018, which are summarised below:

1. Personal data shall be obtained and processed fairly and lawfully.
2. Data can only be collected and used for specific purposes.
3. Data must be adequate, relevant and not excessive.
4. Personal data shall be accurate and kept up to date.
5. Data shall not be kept for longer than is necessary.
6. Data subjects' rights must be respected.
7. Data must be kept safe from unauthorised access, accidental loss or damage.
8. Special rules apply to transfers abroad.

Consent

Anyone accessing **Sidney Artez Guitar Tuition** services or activities may be asked to provide personal details prior to participation. Consent will be requested from the parent or guardian of the young persons and accepted direct from the young person if they are aged over 16 yrs of age. By freely providing their details it can be assumed that consent has been granted for **Sidney Artez Guitar Tuition** to record and retain such data. Anyone giving consent will be made aware of our privacy policy.

Access

Personal data will be available to the association staff on a need to know basis only and not passed onto anyone outside the association without consent from the participant, unless in regards to safeguarding or there is a legal duty of disclosure.

All the association staff will be made aware of the data protection policy and their obligation not to disclose personal data to anyone who is not authorised to have access to it.

Accuracy and longevity

Reasonable steps will be taken to ensure the accuracy of data. Personal Data will be stored until a young person reaches an age where they can no longer access the provision. Then their data will be archived and kept for reference for 2 years before being destroyed, unless otherwise stated by a funding organisation / statutory body.

Storage

Personal data is kept in a paper-based system and on a password-protected computer system. Every effort will be made to ensure that paper-based data is stored in organised and secure systems.

Review

The Directors with support from staff and volunteers will be responsible for the successful implementation of this data protection policy and will conduct an annual review of the policy making the necessary amendments.

Name: Sidney Artez

Date: February 2020