



Quality music | Lifelong impact

registered charity no. 1187080

Peak District Music Centres

General Data Protection Regulation

Privacy Policy

[The term “parent” in this policy refers to any adult with legal responsibility for a PDMC player.]

1. The trustees of Peak District Music Centres (PDMC) are committed to processing members’ personal data in full accordance with the relevant requirements of the GDPR, which come into effect in May 2018.
2. We understand that all members have legal rights with respect to your personal data, including confidence that we keep and process only data that is required to manage your membership of PDMC, that we use it for no other purposes, and that we keep your data secure.
3. Personal data are provided to PDMC by parents at the time of registration, with the implicit acknowledgement under “Legitimate Interest” (as defined by the GDPR) that such data may be used to enable organising and communicating directly related to involvement in PDMC activity. However, henceforth, at the time of registration, parents will be asked explicitly to provide permission for PDMC to use personal data in accordance with this policy.
4. For each currently registered player, and as long as that player remains a member of PDMC, we keep the following data, which are provided by parents at the time of registration:
Name; Address; Date of Birth; Relevant medical conditions; Permission to be photographed;
School; Level of membership; Membership history; Record of attendance at concerts & events;
Any disability or special educational need; whether Looked After; whether Free School Meals applied for;
Instrument played, current grade and name of instrumental teacher;

And also the names; email addresses; telephone numbers; and Gift Aid status of parents.
And a record of historic invoices and payments
5. Personal data kept for Parent Helpers includes all contact details and, when relevant, DBS status and relationship to any player(s).
6. Personal financial data provided to support an application for financial support are destroyed immediately after the application is concluded.

7. All personal data are kept securely on the organisation's password protected database on a password protected computer.
8. Registers (which may include player name, contact details and medical conditions or special needs) for rehearsals, concerts or trips and tours, may be transferred electronically to other password-protected computers or in hard copy. Ensemble Directors are responsible for the security of all hard copy data, including keeping it secure in their homes; parent helpers may have access to such data during the activities themselves.
9. PDMC will not routinely share personal data with any other organisation apart from the Derby and Derbyshire Music Partnership, which is required by the Government to collect data to qualify for funding. Data collected for this purpose includes only the name, age, instrument played and grade, and school of each player. We will always ask for explicit permission to share data in any other way.
10. Parents may ask at any time for prompt confirmation of the precise personal data held about them and may at any time query the accuracy of such information.
11. All personal data on the Database (as in 4. above) is archived for 6 years after a player leaves, and is then deleted. However, to enable alumni communications, we seek permission to retain a record of senior players' names, contact details and membership history.
12. Any question or concern about any aspect of this policy should be addressed to the PDMC Administrator at admin@pdmc.org.uk .

Adopted at PDMC Board Meeting
9 May 2018