

Chiswick Saturday Music Centre CSMC

Privacy Notice

Your data, which includes names, addresses, phone numbers and email addresses, are currently held securely by the CSMC for the purposes of billing and providing relevant information. CSMC needs to hold this minimum data set for members to enable the smooth running of the Centre.

In line with the new GDPR legislation which came into effect on 25th May 2018 we have reviewed and updated our policy.

The CSMC will only use your data for the following purposes:

- Billing for music lessons
- Informing members of upcoming events; concerts, meetings etc. held by the music school.
- Informing about new or changing circumstances at the centre such as; new teachers or different parking arrangements.
- Informing of circumstances which may affect lessons such as; unwell teachers or premises closure.
- Informing about important changes in policy at the centre such as; safe guarding or governance.
- Asking for parent volunteers for assisting at the centre on Saturdays and at concerts.
- Asking for children/adult volunteers for external events such as; carol singing.
- Informing members of other musically relevant events or opportunities in the local area which may be of interest.

The data is held securely on an encrypted computer. It will only be used for the above reasons by a CSMC committee member.

It will not be shared with any third parties.

You have the 'right to be forgotten' which means your data will be erased no longer than one month following a written request. The exception to this would be in the case of an outstanding bill.

We regularly review and, where necessary, update our privacy information.

Retention - For non-current data we will delete student's and parent's contact details once lessons have ceased for an academic year.

The Treasurer is responsible for the maintenance of the master list, which is held on a secure google drive. Committee members can access the list to enable the smooth running of the centre. Local copies of the data will be deleted and refreshed on a termly basis.

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Updated June 2018