

Tin Pan Annie Music Privacy Notice – May 2018

The privacy of the personal information that we hold about you and your child is very important to us. Tin Pan Annie Music will be what is known as the ‘Controller’ of the personal data you provide to us. We only collect and store basic personal data about you and your child which you provide to us either online through our booking forms, in class or over the phone, or which is provided to us through Hoop Industries Ltd. This includes your child’s name and date of birth; your name, telephone number and email address; the name of the person who will be accompanying your child; and additionally, a record of your previous attendances. We do not store any special types of information or location-based information.

Why we need your data

We use your personal data to provide you on-going organisational updates, such as changes to our classes or information about events, and to verify that your child is in a class suitable for their age. We will not collect any personal data from you we do not need to provide and oversee our service.

What we do with your data

All the personal data we process is handled by our staff in the UK, however for the purposes of IT hosting and maintenance this information is located on servers in the U.S. No third parties have access to your personal data unless the law allows them to do so, and your personal data is protected under EU regulation and is compliant with the terms of the EU – US Privacy Shield.

How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. We also keep your child’s name and date-of-birth for a maximum period of six years, so we can continue to recommend our events which may be suitable for your child even after they are too old to attend our regular classes (for example our Christmas Show). Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated by emailing tinpanannie@btinternet.com

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner’s Office <https://ico.org.uk/>