

Huntingdonshire Music School

Data Protection Policy

Introduction

In order to operate effectively, it is necessary for Huntingdonshire Music School, hereafter referred to as “HuMS”, to retain personal data about its members (staff and students). This will be managed according to the 2018 General Data Protection Regulation (GDPR).

Data collection

Personal information will be requested directly from individual members to enable the smooth-running of the Music School. Data administrators of HuMS should be informed of any changes. Information deemed to be unnecessary for the operation of the Music School will not be collected or retained. Information about individuals may be received from third-parties, for example, but not limited to, examination boards.

Data retention

Information about individuals will be retained for as long as the individual remains a member. If an individual stops being a member of HuMS, they may request that their information is removed from HuMS's register.

Data security

Data about individuals held by HuMS will be kept secure. Data stored and transported electronically will be encrypted.

Use of personal data

Personal information about individuals will only be used for the purposes specified during the data-collection process. If expanded use of the data is required, further consent would be requested from each individual member.

Sharing of personal data

Personal data will not be shared with any third-party without the permission of the individual concerned.

Access to data

An individual may request HuMS provides them with a copy of all data relating to themselves.

Document history

Date	Version	Editor	Comments
13-Apr-2016	0.1 DRAFT	Chris King	Initial draft
23-May-2016	1.0	Chris King	Updated organisation name
10-May-2018	1.1	Chris King	Updated for GDPR 2018