



Data Protection Policy

As a Data Controller under current Data Protection law, *Muswell Young Musicians* acknowledges its responsibility to safeguard any personal information that it needs access to in order to discharge its contractual duties. Information in this category may include:

- 1) Personal details relating to staff, children and their families.
- 2) Children's progress data, records of medical conditions and/or EHCPs.
- 3) Banking details of staff, parents and carers.
- 4) Personnel contractual, medical and remuneration records.
- 5) All information pertaining to safeguarding matters.
- 6) Intellectual property belonging to *Muswell Young Musicians*.

Muswell Young Musicians will:

- 1) Collect relevant, adequate and not excessive data, and use it lawfully and for the purposes it was collected only.
- 2) Keep your records safe, updated and accessible.
- 3) Uphold your rights under GDPR legislation and equivalent updates.
- 4) Dispose of outdated or unnecessary personal documents securely.
- 5) Report with clarity and transparency to all stakeholders on becoming aware that information has been compromised by loss or theft.

Muswell Young Musicians will not:

- 1) Share any personal information with third parties without the express consent of the individuals involved or their parents/carers, except when legally required to do so or when we believe it is the only way to prevent harm to you or others.
- 2) Keep data longer than necessary.
- 3) Store or transfer paper or electronic records in ways that render them vulnerable to threats.

Dated 01/04/2024

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Muswell Young Musicians is a trading name of Muswell Music LLP.