



PRIVACY POLICY

DATA PROTECTION LEGISLATIVE REQUIREMENTS

The Data Protection Act (1998) and EU General Data Protection regulation (2018) lay down strict rules about the way in which data about people is kept and used by all organisations. These include the Dark Peak Music Foundation.

The principle requirements are that all personal data is processed fairly, only used for lawful purposes, is adequate and not excessive, is kept up to date, is not kept for longer than is required and is processed in accordance with the rights of “data subjects” (i.e. the people about whom the data is held). NB. These requirements do not apply to information about companies.

In 2018 new Regulations (the General Data Protection Regulations – GDPR) have come into effect as from 25 May 2018. Dark Peak Music Foundation has reviewed its management of personal data and prepared the following privacy statement.

GDPR STATEMENT FROM DARK PEAK MUSIC FOUNDATION

1. Members, Friends, Alumni and Supporters may provide the Foundation with personal data via student registration forms, trip registration forms, email or the website and through online ticket booking services such as Ticketsource.co.uk
2. These details are only used where we have legitimate reason, including Health and Safety, keeping members informed about the day-to-day running of the organisation and sharing with Derby & Derbyshire Music Partnership student names, instrument/voice, date of birth and performance level, to comply with our regulatory funding obligations to the Department for Education/Arts Council England.
3. We will not share data with any other organisations under any circumstances.
4. Student data may be held for Health and Safety reasons until the student has ceased to be a member of the Music Foundation.
5. The Dark Peak Music Foundation currently holds the following data for each member, which is reviewed on an annual basis:
 - Name and date of birth of player and date joined
 - Ensemble, instrument and approximate grade
 - School attended, instrument teacher and type of lesson
 - Name and title of parent/guardian
 - Postal address, email address and telephone number(s) of parent/guardian
 - Medical information (as applicable)
6. The name of each player is re-printed on a weekly attendance record. The attendance records are stored securely and held for no longer than 1 year.
7. For tours and trips only:
 - Next of kin/emergency contacts
 - Copy of player’s passport and EHIC card
8. The Dark Peak Music Foundation will hold the following information for Friends and Alumni of the organisation:
 - Name
 - Telephone number
 - Email and postal address

9. This data is stored securely by the Dark Peak Music Foundation in hard copy and also in electronic format using Dropbox¹. The email addresses of parents/guardians, registered Friends and Alumni are also stored in MailChimp² which complies with the EU-U.S. Privacy Shield Framework.
10. When mailings are undertaken to promote Foundation events or when communications are sent to any persons inside the outside the organisation, all such mailings will be conducted in such a manner as to ensure that individual personal details (including email addresses) are not disclosed to any third parties.
11. If any person believes that the Dark Peak Music Foundation holds data about them and makes a request for it, that data in question will be made available to the person concerned in electronic format and within 30 days of the request being made.

¹ https://www.dropbox.com/en_GB/security/GDPR

² <https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation#What-is-MailChimp-doing-to-prepare?>
