Dark Peak Music

DARK PEAK MUSIC FOUNDATION

DATA PROTECTION AND PRIVACY

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1. Policy Statement

Dark Peak Music Foundation ("the Foundation") needs to collect and use certain information about individuals in order to ensure the smooth and efficient operation of its services. This policy describes how this personal data is collected, handled and stored to meet the Foundation's data protection standards and to comply with the Data Protection Act 2018, the UK General Data Protection Regulation 2018 and other law relating to data protection . This policy ensures that the Foundation:

- Complies with data protection law and follows good practice
- Protects the rights of staff, parents, students and partners
- Is open and transparent about how it stores and processes individuals' data
- Protects itself from the risks of a data breach, e.g. confidential information being given out inappropriately, or the risk of being hacked, leading to ransom threats or reputational damage

Everyone who works for the Foundation has some responsibility for ensuring data is collected, stored and handled appropriately.

The Foundation has a Privacy Notice setting out how data relating to individuals is used by the charity – this is available on request and a version of this statement can be found on the Dark Peak Music Foundation website.

2. Data Protection Law

The General Data Protection Regulation ("GDPR") and the Data Protection Act 2018 describe how organisations including the Foundation must collect, handle and store personal data. The GDPR defines 'personal data' as information relating to an individual where the individual is identified or identifiable either directly or indirectly from one or more identifiers or from factors specific to the individual, for example, their name or factors specific to their physical, physiological, genetic, mental, economic, cultural or social identity.

These rules apply regardless of whether personal data is stored electronically, on paper or on other materials. To comply with the law, personal data must be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals
- Collected for specified and legitimate purposes and limited to what is necessary
- Accurate and kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay
- Kept for no longer than is necessary
- Processed in a manner that ensures appropriate security of the personal data

The GDPR sets a high standard for consent and requires a positive opt-in. Neither pre-ticked boxes nor any other method of default consent is allowed. The Foundation will ask for separate consent for separate items and will not use vague or blanket requests for consent. As well as keeping evidence of any consent, the Foundation ensures that people can easily withdraw consent.

3. Data Storage and Use

- Any personal data which is stored electronically must be protected from unauthorised access, accidental deletion and malicious hacking attempts.
- Personal data access should be limited to those who need it for their work. This will usually be trustees, and ensemble directors.
- Personal data should not be disclosed to unauthorised people, either within the Foundation or externally, and should never be shared informally.
- Electronically, personal data should only be stored and sent through recognised secure systems e.g. the Foundation's Google Drive and Gmail accounts.
- Any individual working with personal data should ensure the screens of their computers are always locked when left unattended.
- Personal data should not be saved directly to personal laptops or other personal mobile devices such as tablets or smart phones.
- Personal data should be backed up appropriately.
- Any printouts of personal data should be treated as private and confidential. No documents should be left where unauthorised people could see them, e.g. on a printer/photocopier/in a school.
- When not required, paper files should be stored securely.
- When no longer required, printouts containing personal data should be disposed of by the shredding of the documents.

4. Accuracy of Data

The law requires the Foundation to take reasonable steps to ensure data is kept accurate and up to date; it is the responsibility of all employees who work with the data to take every reasonable step to ensure the information is kept as accurate and up to data.

- Data should be held in as few places as necessary. Individuals should not create any unnecessary additional data sets.
- Data should be regularly reviewed to check for accuracy.
- Data should be updated if inaccuracies are discovered, e.g. if a parent is no longer available on the

provided number, it should be removed from the database.

- Data should be deleted and disposed of if not used within 6 years provided there is no legal reason to keep the data for a longer period.

5. Access Requests

All individuals who are the subject of personal data held by the Foundation are entitled to:

- Ask what personal data the Foundation holds about them and why.
- Receive a copy of the personal data held by the Foundation.
- Be informed how to keep the information up to date.
- Be informed how the Foundation is meeting its data protection obligations

If requested, the Foundation will aim to provide the relevant personal data within 30 days.

PRIVACY NOTICE Reviewed January 2026

Data Protection Legislative Requirements

The Data Protection Act 2018, UK General Data Protection Regulation 2018 (GDPR) and other data protection laws lay down strict rules about the way personal data is kept and used by all organisations. These include the Dark Peak Music Foundation ("the Foundation"). Personal data is something that says something about an individual, so may include name, contact details and information relating to any child/children enrolled for tuition or activities with the Foundation. Special category personal data is information about an individual which requires more protection because it is sensitive, for example, information about an individual's health.

The principal requirements are that personal data is 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).

The Foundation is committed to protecting and respecting privacy. This Privacy Notice sets out the basis on which we will process any personal data that we collect from you, or that you provide to us.

Legal Basis for Processing Personal Data

The legal basis for processing your personal data is that it is in our legitimate interest to process a limited amount of personal information to ensure that we provide a safe, effective and inclusive experience.

The Foundation requires personal data in order to:

• Organise lessons/centre membership and associated payment for the services provided • Carry out our business and administration functions in relation to lessons/centre membership • Support your child(ren)'s learning

• Monitor and report your child(ren)'s progress

• Provide appropriate pastoral care

• Meet expected Health and Safety requirements

• Deliver potential first aid

• Monitor the quality of our service in order to provide you with the best musical education we can • Inform you of news, events, activities and services running at the Foundation

The legal basis for processing special category personal data is that the data subject (or legal guardian thereof) has given explicit consent to the processing of those personal data for one or more specified purposes, and/or processing is carried out in the course of its legitimate activities with appropriate safeguards by the Foundation.

Personal Data Held

Trustees, Ensemble Directors, tutors, members, returning members, volunteers, parents/carers, Friends and Alumni and others 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. The Foundation currently holds the following data for each member, which is reviewed on an annual basis:

• Name, gender and date of birth of student

• 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)

• Whether the student appears on the school register for Special Education Needs (SEN) and Disability (SEND)?
• Copy of the student's passport and GHIC card (Tours and trips only)

• Next of kin emergency contact details.

Additionally, the Foundation holds the following information for Friends and Alumni of the organisation:

• Name

• Telephone number

• Email and postal address

Sharing Personal Data

Your personal data is strictly confidential and will only be shared with third parties external to the Foundation when there is a legitimate reason to do so. This may include:

• Activity associated with your child's music tuition or other activities within the Foundation • Your child(ren)'s school in order to coordinate lessons

• HM Revenue & Customs in order to reclaim tax (Gift Aid)

• The Associated Board examinations (ABRSM). ABRSM's Privacy Policy can be accessed via this link: https://gb.abrsm.org/en/policies/website-privacy-policy/

• Trinity College examinations – their Privacy Policy can be accessed via this link:

https://www.trinitycollege.com/site/?id=9

• Music for Youth or other festivals

• Derby & Derbyshire Music Partnership, to comply with our regulatory funding obligations to the Department for Education/Arts Council England.

Data Storage and Security

The Foundation is committed to ensuring your information is stored securely in order to prevent unauthorised access or disclosure. The data is stored securely in hard copy and also in electronic format using Google Drive (https://cloud.google.com/privacy/gdpr). The email addresses of parents/guardians, registered Friends and Alumni are also stored in MailChimp which complies with the EU-U.S. Privacy Shield Framework

(https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation#What-is MailChimp-doing-to-prepare).

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.

Further details can be found in the Data Protection Policy.

Retention of Data

The Foundation will only use and store the personal information that you provide us with for as long as it is required for the purposes it was collected for, usually for the duration your child is involved with the Foundation. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

Your Rights

One of the aims of the GDPR is to empower individuals and give them control over their personal data. The GDPR defines the rights of individuals which includes:

• the right of access

• the right to rectification

• the right to erasure

• the right to restrict processing

• the right to data portability

• the right to object

• the right not to be subject to a decision based solely on automated processing

Should an individual request to enact any of the above, e.g. 'right to access', the Foundation will strive to respond within 30 days of the request being made. In your request, please make clear what personal information is affected and what changes are required and let the Foundation know of any restrictions you would like to put on our use of your personal information. A record of any changes, deletions or withdrawals of consent will be recorded solely for the purposes of complying with the GDPR

If you wish to understand more about why and what data we request, or how this is stored and processed one of our Musical Directors or Trustees will be able to discuss this with you.

If you have concerns about how the Foundation is handling your data or that of others, you have the right to raise them with the Information Commissioner's Office (ICO) You can contact the Information Commissioners Office on 0303123 1113 or by accessing the following website https://ico.org.uk.