

Dan Monk Music Tutor

Data Protection Policy

First adopted on: 24/6/21

This policy covers the actions and obligations of Daniel Monk (DM), owner and sole employee of Dan Monk Music Tutor (manchestermusictutor.com) (hereafter referred to as DMMT) - as well as any future staff members or volunteers - in relation to the handling of all types of information. This includes information about specific individuals, which is subject to the General Data Protection Regulation (GDPR) 2018 and to other privileged information that may be obtained as a result of a person's role within the company.

DMMT's Statement of general policy is:

- To comply fully with the GDPR, Data Protection Act 2018 and Freedom of Information Act 2000.
- To recognise the right of individuals to have their personal information respected and properly maintained.
- To ensure that anyone acting on the business' behalf complies with GDPR 2018 and does not breach any part of it. DM and any future staff members/volunteers have a general duty of confidentiality. The only exception to this is where there is a higher duty of disclosure to safeguard a child or adult at risk.
- To review and revise this policy as necessary.

What information is held?

In DMMT's case, the sort of records to be held include:

- A student's name, age, address (if applicable), phone number (if applicable) and email address. Email addresses belonging to children and vulnerable adults will not be used without explicit permission from the parent/guardian/caregiver, and will only be used for sharing lesson content or relevant learning resources.
- Name, address (if applicable), phone number and email address of parents, guardians and/or caregivers, where applicable
- Payment information/transaction history with DMMT for individual customers, to ensure proper financial records are kept
- Lesson materials, learning resources, teacher notes, assessments, progress reports etc. made before, during and after lessons.

All information listed above will be made readily available to the student/parent/guardian/caregiver upon request. (See **subject access requests** below)

Sensitive Data

DMMT does not currently hold personal information of any of the eight categories designated by the GDPR as *sensitive data* (race/ethnic origin of an individual, their political opinions, their religious beliefs or other beliefs of a similar nature, membership of trade unions, physical or mental health issues, sexual orientation, genetic data, biometric data).

Such information will not be held at any time without explicit consent of the individual and adequate security procedures being put in place to ensure the protection of sensitive data.

Data Protection Principles

The GDPR 2018 relates to personal data, i.e. information about living, identifiable individuals. This need not be particularly sensitive information and can be as little as a name and address.

The GDPR 2018 works in two ways, by:

1. giving individuals (i.e. customers, clients, students, parents etc.) certain rights.
2. requiring those who record and use personal information to be open about their use of that information and to follow sound and proper practices: the **Data Protection Principles**. These principles are listed below.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having

- regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
 - f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Subject access requests

An individual's request to access any personal data held by DMMT will be dealt with promptly and certainly within 28 days of the date of receipt. Individuals are entitled to a copy of the information held about them, both on computer and as part of a relevant filing system. They also have the right to receive a description of why their information is processed and any information available about the source of the data.

The right to be forgotten

The GDPR introduces a right for individuals to have their personal data erased. The right to erasure is also known as 'the right to be forgotten'. Individuals can make a request for erasure verbally or in writing. As with subject access requests, this will be dealt with promptly and certainly within 28 days of the date of receipt.