

Data Map: Luke Pickett

Categories of individuals	Personal data items	Method of collection	Purpose	Format	Location & Security	Lawful basis	Legitimate interest reason/test & date	Shared with?	Retention period and reason
Pupils (under 18)	Name Address Gender DoB School name Class name SEND detail Lesson notes	Booking forms (hard copy or via website) Contracts Emails	Contract execution Exam entry	Hard copy Electronic Email Database	Spreadsheet, email account and MyMusicStaff account. All are password protected. Laptop also password protected with different password. Locked cabinet for paper.	Contract Legitimate Interest (exams)	N/A Entering pupils for exams is legitimate part of my business (25/5/18)	Gender/Age/SEND detail shared with Wiltshire Music Connect Name/Address/Age/School/SEND detail shared with The Learning Resources Hub for instrument hire purposes Name and lesson notes sent to new teacher, if teacher changes Name/Gender/DoB/SEND details shared with exam board	Accounting details retained for seven years. All other data deleted in the August following contract cancellation.
Parents of under 18s	Name Address Email Phone no. Video conferencing ID/username	Booking forms (hard copy or via website) Contracts Emails	Contract execution Exam entry	Hard copy Electronic Email Database	Spreadsheet, email account and MyMusicStaff account. All are password protected. Laptop also password protected with different password. Locked cabinet for paper.	Contract	N/A	Name/Address/Email /Phone No. shared with The Learning Resources Hub for instrument hire purposes	Accounting details retained for seven years. All other data deleted in the August following contract cancellation.

Categories of individuals	Personal data items	Method of collection	Purpose	Format	Location & Security	Lawful basis	Legitimate interest reason/test & date	Shared with?	Retention period and reason
Pupils (18 & over)	Name Address Email Phone no. Lesson notes	Booking forms (hard copy or via website) Contracts Emails	Contract execution Exam entry	Hard copy Electronic Email Database	Spreadsheet, email account and MyMusicStaff account. All are password protected. Laptop also password protected with different password. Locked cabinet for paper.	Contract Legitimate Interest (exams)	Entering pupils for exams is legitimate part of my business (25/5/18)	Name and lesson notes sent to new teacher, if teacher changes Name/Gender shared with exam board	Accounting details retained for seven years. All other data deleted in the August following contract cancellation.
Enquirers RE lessons	Name, email, telephone	Booking forms (hard copy or via website) Contracts Emails	Quotes for contract	Hard copy Electronic Database	Spreadsheet, email account and MyMusicStaff account. All are password protected. Laptop also password protected with different password. Locked cabinet for paper.	Legitimate Interest	Holding data to contact regarding lessons is a legitimate part of my business (25/5/18). Data is deleted if the person does not enter into a contract	N/A	Max. two years, depending on nature of enquiry, and when lessons will start
Marketing subscribers	Name Email	Booking forms (hard copy or via website) Emails	Send out forthcoming concert details or information that may be of interest	Hard copy Electronic Email Database	Spreadsheet, email account and MyMusicStaff account. All are password protected. Laptop also password protected with different password. Locked cabinet for paper.	Consent	N/A	N/A	Until consent withdrawn or contract terminated

Categories of individuals	Personal data items	Method of collection	Purpose	Format	Location & Security	Lawful basis	Legitimate interest reason/test & date	Shared with?	Retention period and reason
School staff	Name Email	Email Verbal	Education Admin	Electronic Email Database	Spreadsheet, email account and MyMusicStaff account. All are password protected. Laptop also password protected with different password.	Contract Legitimate Interest	Contacting for admin purposes, timetabling, concerts, concerns, improving the education of pupils (25/5/18)	Other school staff Wiltshire Music Connect	Data deleted in the August following contract cancellation or no longer teaching in the school.

Last updated: April 2020