



LUKE PICKETT

DATA PROTECTION POLICY

Issued: July 2019

Revised due to COVID-19: 8th April 2020

Review Date: July 2021

Purpose

This policy is intended to ensure that personal data is dealt with correctly and securely and in accordance with the General Data Protection Regulations (GDPR) 2018, and other related legislation.

What is Personal Data?

Personal data means information relating to an identified or identifiable living individual (the 'data subject') and which is:

- Processed or to be processed by means of automated means - such as a computer; or
- Data which forms part of a relevant filing system or is intended to form part of a filing system. A filing system means any structured set of personal data which is accessible according to specific criteria

For the purposes of GDPR, children are identified as being able to give their own consent for the processing of their personal data at 16.

Who collects and controls your personal data?

Luke Pickett is the 'data controller' and the 'Data Protection Officer' (DPO); he collects and uses personal data about pupils and parents who book lessons with him, and about schools and organisations who undertake rehearsals, concerts and various music projects with him.

What data is collected?

Luke Pickett collects the following personal data:

- Pupil and parent names
- Pupil genders
- Pupil dates of birth
- Postal addresses
- Email addresses
- Telephone numbers
- Video conferencing ID/username
- Schools pupils attend
- Classes pupils are in
- Any relevant Special Educational Needs or Disabilities

Luke Pickett does not collect any special categories of data, such as racial or ethnic origins, political opinions, religious beliefs or philosophical beliefs, trade union membership, health and sex life and sexual orientation.

Why is your personal data collected?

Your personal data is gathered in order to enable the provision of education and other associated functions. This includes the performance of a contract that you may hold with Luke Pickett. In the event you do not hold a contract, Luke Pickett may have a 'legitimate interest' in processing your data, such as for providing information regarding forthcoming rehearsals and concerts involving you or your child.

How is your personal data used?

Your personal data is stored electronically in three places:

- On a master spreadsheet – both the computer and the file where this information is stored is password protected with different passwords.
- On an online administration management system called [MyMusicStaff.com](https://www.mymusicstaff.com) – both the computer and management system are password protected with different passwords. My Music Staff is a secure website – their own Privacy Policy is available [here](#) and they are compliant with the GDPR.
- Email addresses, along with school/organisation name, are stored on Luke Pickett's work email account – both the computer and email account are password protected with different passwords. No personal data is stored on Luke Pickett's personal accounts or on Social Media.

On a day-to-day basis your personal data will be used to send emails relating to the activity being undertaken. Notes may also be saved, and emailed, relating to this activity. These will only be shared with the email address associated with this particular person or activity.

In the event that a pupil requires subsidy and/or instrument hire, Luke Pickett may share personal data with selected third party organisations, including [Wiltshire Music Connect](#) and [Learning Resources Hub](#), for administration purposes. Luke Pickett may also share personal data with other local teachers and musical organisations, if required, if this is likely to be beneficial to the pupil and/or parent. Any shared data will be transferred in encrypted files and emails.

Access to your information and correction

You have the right to request a copy of the information that Luke Pickett holds about you. If you would like a copy of some or all of your information, please [email](#). If you believe any information held to be incorrect or out of date, you may ask for this to be corrected or removed.

Marketing (opt-in) and opt-out

On occasion Luke Pickett may use collected contact details to inform you of forthcoming events or activities that may be of interest. If you would like to receive this information you must opt-in by [emailing](#). Blanket emails will always be sent Blind Carbon Copy (BCC). In the event you no longer wish to receive emails of this kind from Luke Pickett, simply send an [email](#) to this effect – requests will be acknowledged within seven working days.

Deletion of your personal data

Once a contract expires or is terminated, your email address will be removed from Luke Pickett's email account within seven working days. You are then marked as 'inactive' on the master spreadsheet and My Music Staff. If you remain inactive at the end of an academic year (August), your personal data will then be permanently deleted from all of Luke Pickett's records. Some data

relating to your payments may still remain for up to seven years, in order to comply with HMRC tax regulations.

In the event you no longer wish for Luke Pickett to hold your personal data, simply send an [email](#) to this effect – requests will be acknowledged within seven working days. Note that without some of your personal data on file, services will become severely limited e.g. planning without lesson notes would become difficult, and invoicing may not be possible.

Other websites

Luke Pickett's website, and this Data Protection Policy, contain links to other websites. This Data Protection Policy only applies to Luke Pickett and Luke Pickett's website. You should ensure you review the privacy policies of external sites.

Data breaches

Luke Pickett will notify the Information Commissioner's Office (ICO) of any personal data breach which is likely to result in a risk to the rights and freedoms of data subjects. This will be the case where the breach could have significant detrimental effect on individuals; for example, if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Examples of personal data breaches include the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Such notifications will be made not later than 72 hours after having become aware of it. Data subjects will also be informed of the breach without undue delay where there is a high risk to their rights or freedoms.

Data Protection Principles

The GDPR sets out a number of data protection principles with which data controllers must comply when processing personal data and which are as follows:

- 1. Fair, lawful and transparent processing:** personal data must be processed lawfully, fairly and in a transparent manner.
- 2. Purpose limitation:** personal data must be collected only for specified, explicit and lawful purposes and not processed for any incompatible purposes.
- 3. Data minimisation:** personal data must be adequate, relevant and limited to what is necessary for the purposes for which it is processed.
- 4. Accuracy:** personal data must be accurate and, where necessary, kept up to date. Inaccurate data must be erased or rectified without delay.
- 5. Storage limitation:** personal data must be kept in a form which permits identification of data subjects for no longer than is necessary. There are exceptions to this which include scientific or historical research purposes or statistical purposes.
- 6. Integrity and confidentiality:** personal data must be processed in an appropriately secure manner including protection against unauthorised or unlawful processing, accidental loss or destruction or damage by the use of appropriate technical or organisational measures.
- 7. Accountability:** the data controller is responsible for demonstrating compliance with these principles by, for example, implementing policies, undertaking audits and maintaining the necessary records.

General Statement

Luke Pickett is committed to maintaining the above principles at all times. Therefore Luke Pickett will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information he holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information.

Complaints

Complaints will be dealt with in accordance with Luke Pickett's complaints policy. If you are not satisfied with the result of your complaint and you think there is a problem with the way your data is being handled, you have a right to complain to the Information Commissioner's Office (ICO).

Review

This policy will be reviewed biennially.



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