**Privacy Notice**

**May 2018**

**(Data Protection Act 1998 and General Data Protection Regulation)**

Beatlife processes personal data about its members and is a ‘data controller’ in respect of this for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (which will come into effect in May 2018).

**Why we collect and use this information**:

* To contact members, trustees, practitioners, and volunteers about upcoming meetings events
* To hold emergency contact information for use during an event, performance or workshop session.
* To comply with the law regarding data sharing.

**Categories of participant information we collect, hold and share include:**

• Personal information (such as name, contact number and address, and date of birth) of participants and their designated emergency contact.

• Attendance information (such as sessions attended)

• Relevant medical or special educational needs information. Diet information.

**The lawful basis on which we use this information.**

When organising an event or performance Beatlife have a duty of care over the participants and in order to be able to safeguard them we need to hold some of their personal information. We also hold information on the members and practitioners of our organisation and the board ofTrustees that govern our organisation and our finances. We do not hold any special category information about our members or participants. If we were required to collect any data of this category we would write for specific consent to do so informing you of the purpose of collecting this data and how and where it would be stored.

**Collecting individuals information**

We only collect relevant personal information with your consent for the purpose of contacting and informing individuals of events, performances or diary dates of workshops/sessions. If we do not need the information any more it will be erased or destroyed by shredding. We may collect data with your consent to record attendance or statistics to comply with funding application requests.

If we operate an afterschool club or in school time workshop we will adhere to the school’s data protection policy and only access data through the appropriate member of staff from the school.

**Storing individuals data**

With your consent we will inform you of how and where we store your information. Any personal information in paper form will be kept in a locked location and anonymised. Information sored digitally will have password security or stored on encrypted devices.

Any consent letters from parents relevant to a particular performance or outing will be destroyed directly after the event (by shredding) when the child has returned to the care of their parent or guardian.

**Who we share your personal information with**

We do not share your personal information with anyone without your consent unless we are required by law or have justifiable reason stated within our data protection policy.

**Why we share personal information**

We do not share information about our members/participants with anyone without consent unless the law and our policies allow us to do so

**Requesting access to your personal data**

Under data protection legislation, parents and participants have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child’s educational record, please contact Alice Kuchemann or Karen Wynne.

[beatlifeuk@hotmail.com](mailto:beatlifeuk@hotmail.com)

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact Alice Kuchemann or Karen Wynne [beatlifeuk@hotmail.com](mailto:beatlifeuk@hotmail.com)