



Stalybridge
MUSIC ACADEMY

Privacy

PRIVACY POLICY

TQ.MAS.P.P

PART OF TRIQUETRAE LTD

FEB 2020// DRU BRUMPTON-TURNER

Privacy Policy

Our contact details

Name: Stalybridge Music Academy (c/o Music Academy Hub)

Address: 6-8 Melbourne Street, Stalybridge, Cheshire, SK15 2JE

Phone Number: 0161 303 9966

E-mail: info@stalybridgemusicacademy.com

The type of personal information we collect

We currently collect and process the following information:

- Personal Identifiers
- Contacts
- Characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Statistics
- Communication
- Data Confirmation

We also receive personal information indirectly, from the following sources in the following scenarios:

- Site Membership
- Front End Booking of Services and Products
- Queries

We use the information that you have given us in order to;

- Better understand our customers
- For analysis into effective advertising
- Where services require improvement.

We do not, have never and will never sell nor pass on your information.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us via the methods listed above.

(b) We have a legal obligation.

(c) We have a vital interest.

(d) We need it to perform a public task.

(e) We have a legitimate interest.

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How we store your personal information.

Your information is securely stored at Stalybridge Music Academy.

We keep of personal information for one year.

We will then dispose your information by shredding and disposal of paper copies and hard drive cleaning of all computers, phones and tablets.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via the methods detailed above]if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information

Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

TRIQUETRAE LTD

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