

## Privacy Notice (How we use pupil information)

The categories of data that we collect, hold and share are:

- **Personal information, such as:**

Name, DOB, address, email address, telephone number, sex, instrument/ equipment used, permission to photograph/ film & permission to use photos/ film for BEAT publicity and details of financial transactions

- **Medical Information**

Medical conditions/ treatment, permission to administer a plaster

- **Characteristics**

SEN, level, pupil premium

- **Attendance Information**

School/ Music Centre, year group/ class, date/ time of activity, attendance

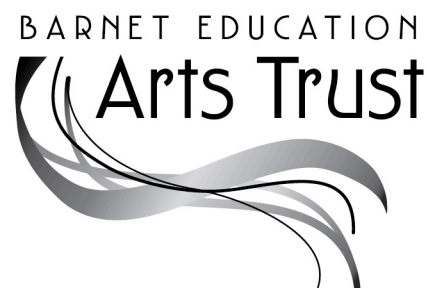
## Why we collect and use this information

- To ensure the safety of your child
- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law
- To perform a contract

## The lawful basis on which we use this information

We collect and use information under legitimate interest, performance of a contract, vital interests and in certain instances, with your permission.

Making young lives musical.



## Our Retention Period

We will retain your information for the duration of time that your child receives tuition through BEAT, and it is necessary to carry out the performance of our contract.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact: [kerry.reid@beatrust.org.uk](mailto:kerry.reid@beatrust.org.uk)

If you believe that there is a problem with how we are handling your data, you have a right to complain to the ICO.

Tel: 0208 959 4111

[www.beatrust.org.uk](http://www.beatrust.org.uk)

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