

Making young lives musical.



# Privacy Statement

## Barnet Education Arts Trust (BEAT)

February, 2021

Tel: **0208 959 4111**  
[www.beatrust.org.uk](http://www.beatrust.org.uk)

Dollis Primary School  
Pursley Road  
London NW7 2BU

Supported using public funding by

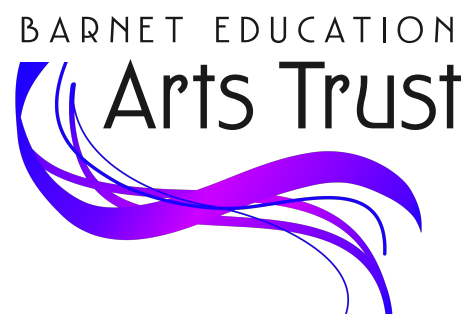


**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

Registered charity number **1150174**  
Registered company number **8310735**

Making young lives musical.



Barnet Education Arts Trust is a registered charity providing musical education for young people in the London Borough of Barnet. BEAT is committed to protecting you and your child's privacy and personal data. The purpose of this privacy statement is to:

- Explain how BEAT collects, uses and shares personal data
- Provide information about privacy
- Provide information about retention periods
- Inform you of your rights

Personal data is information that relates to an identified or identifiable individual. To 'process' or 'processing' means any use of personal data including, transferring, collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

It is important that you read this Privacy Statement, together with any other privacy information that BEAT may provide on specific occasions when BEAT is collecting or processing personal data, so that you are aware of how and why BEAT is using such data.

## The categories of data that we collect and process are:

- Basic details about you, such as name, address, email address and telephone number
- Child's name, gender, DOB, instrument, grade, school, class, BEAT activities and attendance
- Medical information about your child
- Free school meals eligibility, SEN and if your child is a member of the LAC scheme
- Your bank details and records of financial transactions to pay for the service

## Why we collect and process this information

- To ensure that we fulfil our legal obligations (Safeguarding and Health and Safety)
- To support pupil learning
- To contact you when we need to, which could be about your child's musical progression, billing for lessons, hire of a musical instrument or you and/or your child's attendance at BEAT activities
- To obtain feedback about our services
- To celebrate your child's progress

Tel: **0208 959 4111**  
[www.beatrust.org.uk](http://www.beatrust.org.uk)

Dollis Primary School  
Pursley Road  
London NW7 2BU

Supported using public funding by

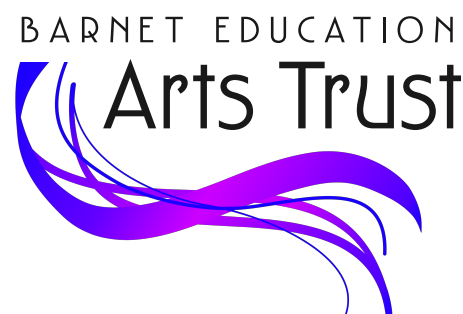


**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

Registered charity number **1150174**  
Registered company number **8310735**

Making young lives musical.



## Digital Media

BEAT will also create digital recorded media (including film, photos and audio) throughout the year to support pupil progress, document special events, promote BEAT activities, provide evidence for funders and funding applications, contribute to evaluations, inform parents/carers of a child's activity when away from home on BEAT trips, celebrate the diversity of members and musical genre and promote membership.

This media may be shared in the public domain, including over BEAT's social media platforms and website.

## The lawful basis on which BEAT processes this information

BEAT has identified lawful bases for processing personal data. These are:

- Performance of a contract
- Legitimate interest
- Consent
- Legal requirement

The legitimate interests of BEAT collecting and processing your personal data are:

- Visually documenting and recording activities
- Supporting and recording pupil progress and achievements
- Documenting special events
- Promoting BEAT activities
- Obtaining evidence for funders and further applications
- Evaluation purposes (both students and staff)
- Expectation from parent/carers to be able to take/view recorded media of their child
- Keeping parent/carers informed of children's activities when away from home on events/trips
- Celebrating diversity of members and musical genre

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Tel: **0208 959 4111**  
[www.beatrust.org.uk](http://www.beatrust.org.uk)

Dollis Primary School  
Pursley Road  
London NW7 2BU

Supported using public funding by

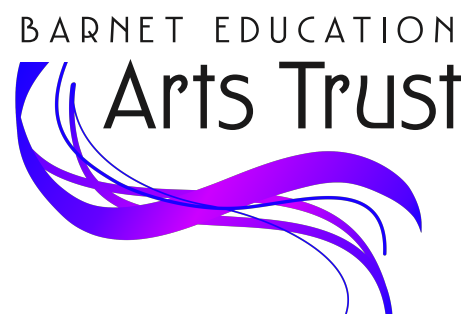


**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

Registered charity number **1150174**  
Registered company number **8310735**

Making young lives musical.



## Information sharing/recipients

BEAT may share personal information about you or your child with the following types of organisations:

- BEAT partners; for example The London Music Fund, in order to provide your child with additional opportunities
- A Local Authority's child licensing application team (where it is a legal requirement)
- Funding organisations, such as Arts Council England (where data will be anonymised)

There may be certain circumstances where BEAT would share data without consent, such as where it is required to do so by law, in connection with legal proceedings or regulatory activity, for the prevention of crime or for prosecution of offenders, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

## Automated Decisions

- All the decisions BEAT makes about you and your child involve human intervention

## Privacy and Retention

BEAT is committed to upholding the following principles:

- Personal data shall be processed fairly and lawfully, with due regard to all relevant legislation including, but not limited to, the GDPR and Data Protection Act, for specified purposes only and shall not be further processed in any manner incompatible with that purpose or those purposes
- The amount of personal data held will be adequate, relevant and not excessive in relation to the purposes for which it is held
- BEAT will review all personal data on an annual basis in order to ensure there are sound business or administrative reasons requiring the maintenance of that data
- Personal data shall be accurate and where necessary kept up to date
- Personal data shall be secured against unauthorised or unlawful processing, accidental loss, destruction or damage
- Personal data will only be held for as long as necessary to enable specified and lawful purposes to be achieved

Tel: **0208 959 4111**  
[www.beatrust.org.uk](http://www.beatrust.org.uk)

Dollis Primary School  
Pursley Road  
London NW7 2BU

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

Registered charity number **1150174**  
Registered company number **8310735**

Making young lives musical.



- The information we collect from you will be kept for 7 years after you leave the BEAT, when it will be deleted. Social media posts containing your image will remain indefinitely

## Your Rights

You have the right to be informed about the collection and use of your personal data, to access your personal data, to have your data rectified if you believe that the data BEAT holds is inaccurate, to have your data erased, to restrict processing of your data, to data portability, and to object to the processing of your personal data. You have the right to withdraw consent for the processing of your personal data. If you have any queries about how BEAT processes your personal data, or wish to withdraw consent, please contact the Data Protection Officer at [kerry.reid@beatrust.org.uk](mailto:kerry.reid@beatrust.org.uk)

BEAT will only process your child's personal data as set out in this privacy statement, with due regard to relevant data protection laws and regulations. If however you wish to raise a complaint regarding BEAT's processing of your personal data, or are unsatisfied with how BEAT has handled your data, you have a right to lodge a complaint with the supervisory authority. The supervisory authority in the UK is the Information Commissioner, who may be contacted at <https://ico.org.uk/make-a-complaint/>

Tel: **0208 959 4111**  
[www.beatrust.org.uk](http://www.beatrust.org.uk)

Dollis Primary School  
Pursley Road  
London NW7 2BU

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

Registered charity number **1150174**  
Registered company number **8310735**