

MAGDALEN FARM STRINGS

PRIVACY POLICY



Magdalen Farm Strings takes its responsibilities as a data controller seriously and is committed to using the personal data you provide to us in accordance with the Data Protection Act 2018.

Magdalen Farm Strings is the “Controller” of the personal data provided to us. We collect personal data about students, prospective students, parents and guardians, teachers and supporters.

Why we need your data

Our legitimate interest for processing your personal data is to fulfil our objective to provide music education by way of a residential course. Information required includes information relating to students’ musical ability and experience, as well as health and dietary information relevant for the course or activity in question.

Information is also used to collect fees, for accounting purposes and to fulfil reporting obligations to grant making bodies who provide financial support for our work.

What we do with your data

The data you provide is processed by Magdalen Farm Strings staff in the UK. This information is securely located on computers and hard copy files within the UK.

We include some pictures and video recordings in publicity and fund-raising material, including on our website. Consent is sought on a course-by-course basis for photographs to be taken, and specific consent is obtained for video recordings. Consent to share recorded content among Magdalen Farm Strings staff, for the purpose of uploading them to the website, is obtained from parents/carers. No recorded material will be taken of any child whose parent/carer has not given consent. This is made known to all staff in the staff induction. Staff must only record appropriate material of the children (e.g. being appropriately dressed).



We have a strict policy that only allows personal information to be used for limited purposes. We will never sell it or share it with another organisation for their benefit. Personal data will only be used and retained in relation to the activity or activities applied for, and (if appropriate) to invite students to future activities.

We will however provide information to the relevant authorities if we are required by law to provide it.

How long we keep your data

Our policy is to delete all student details once two years has elapsed from the last course or activity attended. Details of parents, guardians, teachers and supporters are retained for as long as deemed to be relevant or necessary.

All recorded material of the children will be permanently deleted off the devices owned by all staff and Google Drive after they have been uploaded to the website (within a month of the course finish date). All recorded material will be permanently deleted off the website after 8 years.

Concert programmes and similar documents are also retained for archive purposes.

We do not store your card details after you make a payment.

Cookies

A cookie is a small file that is available to be placed on your device whilst browsing this web site. Your internet browser is normally set to accept cookies by default, but if you wish to do so, you can choose to alter this setting to prevent cookies being placed on your device.

If you accept, when you visit our website, a cookie file is added to your device with the intention of enhancing your browsing experience. We use cookies to help analyse web traffic and they allow us to provide you with a better website by enabling us to statistically monitor how our pages are navigated and which pages visitors to our sites find useful and which they do not. A cookie can also remember things like your preferences, and on some sites, if applicable, what's in your shopping basket. If you choose not to accept cookies you may lose these functions.

A cookie contains anonymous information and each cookie is unique to your browser. A cookie does not give us access to your computer nor any identifiable information about you.

If cookies have been placed on your device, you can choose to delete them by going to your browser settings.



Tracking

Our websites do not track you.

What are your rights?

You have the right to access your personal information, and if you believe that the information we process on you is incorrect you can request to have it corrected. You can also object to having your or your child's name included in concert programmes or other material.

In order to exercise your rights, or if at any time you wish to have you or your child taken off our contact lists, or if you have further questions, please contact:

info@magdalenfarmstrings.org

You also have the right to lodge a complaint to the ICO

Date of last review of this notice: December 2024