

Music Box Oxford: Privacy Notice

Your Personal Data

Noel Rainbird, is what is known as the 'Controller' of the personal data you provide to us in relation to Rattle, Box, Tinder Box Cutteslowe and Piano Box.

Kate Goldsmith and **Hannah Rhodes** are Controllers of personal data in relation to Rattle Box and Tinder Box Summertown.

Susan Glaisher is the 'Controller' of the personal data provided for Vox Box.

Tobias Sturmer is the 'Controller' of the personal data provided for Beat Box.

Rattle Box, Tinder box, Vox Box, Beat Box and Piano Box run as a Co-operative, **Music Box Oxford**.

We individually have legal responsibility for the information we gather for our own Box/Boxes.

You will find more information about your rights under data protection law on their website:

www.ico.org.uk

What we need

Unless otherwise agreed with you, we will only collect basic personal data about you and your child.

This information includes your names, phone numbers and email address. We will also need to collect information about any relevant medical conditions and special educational needs.

Why we need it

We need to know basic personal data to provide you with the services you have engaged us to provide, namely to teach you and/or your children, as well as to enable us to maintain records and accounts for our business. We will not collect any personal data from you that we do not need.

What we do with it

All the personal data we hold about you/your child will be processed by us for teaching purposes, and by an external company, Wave, for invoicing. Wave are GDPR compliant.

No other third parties will have access to your personal data unless there is a legal obligation for us to provide it. We will take all reasonable steps to ensure that your personal data is processed and stored securely.

How long we keep it

We will generally keep your personal data for as long as you engage us to teach. It will then be deleted as it is no longer required for the lawful purpose(s) for which it was obtained.

What we would also like to do with it

We would also like to send details to you by email of term/teaching dates, as well as information pertaining to concerts, performances and lesson content.

Breaches of security:

If you believe your data rights or security have been breached, please contact the relevant Box immediately. All addresses are on our website: <http://www.musicboxoxford.co.uk/contact.php>

You can also complain to the Information Commissioner's Office whose helpline number is **0303 123 1113**