



*Matrix Arts Centre is a charity set up for 'the advancement of public education by the teaching of music, art and dance to children and adults residing primarily in South Oxfordshire.'*

## Privacy Policy

At Matrix Arts Centre we are committed to keeping your information safe. This policy aims for transparency in what we do with your data.

If you would like us to edit/delete any of your data that is held on our system, or have any questions about this, please email us on [mail@matrixmusicschool.co.uk](mailto:mail@matrixmusicschool.co.uk).

### What and whose data do we hold?

In order to administer classes, we ask the following details from those who enquire about our Yamaha Music School courses and Children's Art sessions:

Child's name:

Telephone:

Age and DoB:

Address:

Postcode:

School:

Mobile (if different from above):

How did you hear about us?

Extra information given to us regarding the student's situation may also be recorded if thought necessary for teachers/admin staff to know.

### Other activities at Matrix

Other activities at Matrix are arranged directly with teachers who hire the space. In these cases, we may:

- write the name of the student in our passworded room bookings file
- ask for emergency contact details.

### What we do with your data

In order to administer classes, we hold two databases: a 'Waiting List' and a 'Main Database'.

### Waiting List

We ask for the details listed above (the minimum information we need for the waiting list is date of birth and contact email). We send this database between 2 and 4 emails each year to let you know about new classes and open days.

If you do not join a class, and do not unsubscribe from our emails, your information will be deleted when your child becomes 8 years old.

### Main Database

When children join a class, they are added to our main database along with the information listed above. The child's details will then be deleted from the waiting list.

Main database files are kept for 10 years, after which we keep just the names and schools of each child for statistical purposes, deleting all other information. Families are welcome to be anonymised on request.

When you leave, you may keep in touch with us and events at Matrix through Facebook.

### **Contacting you**

Your details will be used to contact you in order to administer classes, exams, concerts and other activities directly related to Matrix. We send occasional newsletters and other information which we can reasonably expect you to find of interest.

This is usually done by email, but on occasion we may need to contact you by phone or mail to your street address.

When communicating by email, we 'bcc' emails to the wider school, but send 'open' emails to the class so you have each other's email addresses – please let me and the office know if this is not OK.

### **Who has access to your data?**

In order to administer courses, office staff and teachers need access to your data.

In addition, teachers will have a copy of your name, your child's name and your email address on their own computer or device in order to communicate with you directly.

We do not share your data with anyone else.

### **Website**

We do not currently collect information from our website. As ever, please be cautious about any external links.

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