**LONDON BASSES DATA PRIVACY NOTICE**

To enable **London Basses** to effectively run double bass workshops and courses, we will collect and use information about our students.We are committed to protecting your personal data when you use our services and this privacy notice explains how **London Basses** uses information about you and how we protect your privacy. The processing of your personal data is governed by the Data Protection Act 2018 and the General Data Protection Regulation 2016 (the “GDPR”).

**The data we may collect about you**

To deliver our services effectively, we may need to collect and process personal data about you. Personal data refers to any information with which a living individual can be identified. Individual identification can be by the information alone or in conjunction with other information in the possession of London Basses.

**Categories of information we may collect, process, hold and share**

* Individual details – name, address, phone number and email address
* Photographs
* Moving images (video)
* Voice recordings (audio)

**Why we collect and use your personal information**
To effectively administer your registration and participation in workshops and events that we organise. Specifically, we handle your personal data to:

* Enable us to register students for the workshop
* Process payments
* Ensure we know who to contact in any given situation or emergency.
* Ensure participants are in a safe and comfortable environment
* Ensure participants are playing music at their own ability level
* Send you details of future workshops and send you our general publicity

**Where might we collect your personal data from?**

* You.
* Your family members (particularly children’s details)
* From another agency or organisation with your explicit consent

**Legal basis for processing your personal data.**

**Your implicit or explicit consent** is the basis upon which we handle your personal data. Except there are valid legal reasons, we will not disclose your details to a third party without your consent.

You have the right to withdraw consent to the processing of your data at any time. This may result in your inability to further partake in our workshops and events or receive information about future events.

**How do we keep your information secure?**

London Basses is committed to ensuring that your personal data is safe. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we hold about you. These include:

* Secure work areas,
* Information security awareness of every tutor or staff that handle your personal data
* Access controls on all systems,
* Testing, assessing and evaluating the effectiveness of our security controls.

**Who will we share your personal information with?**

London Basses take the security of your personal data seriously. We will never share your information with third parties without your permission. The only exception to this is in the very unlikely event that we have a legal duty to share your data for a justifiable public safety or security reason.

**Further processing**

If we wish to use your personal data for a new purpose, not covered in this document, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior express or implied consent to the new processing

**Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Eloise Riddell at London Basses at Tel: 07970940429, Email: **info@eloise-riddell.co.uk****.** You can also contact the Information Commissioners Office at ico.org.uk, **Tel:** 0303 123 1113 or via email casework@ico.org.uk, <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**Cookies for online users**

To make this site simpler, we sometimes place small data files on your computer. These are known as cookies. They improve things by:

* Remembering settings, so you do not have to keep re-entering them whenever you visit a new page
* Remembering information you have given so you do not need to keep remembering it.
* Measuring how you use the website so we can make sure it meets your needs.

By using our website, you agree that we can place these types of cookies on your device. Cookies are not used to identify you personally. They are just here to make the site work better for you. You can manage and/or delete these small files as you wish.

**Review date: October 2020**

London Basses is a trading name of Eloise Riddell