

Privacy Notice

When does Richmond Music Trust collect data from you?

We collect information about you when you apply for tuition, apply to join an ensemble or you are involved in referrals for music therapy. We will also collect information from you if you participate in courses, trips or events, voluntarily complete satisfaction surveys or provide feedback. During your time with us information will be collected and updated on an ongoing basis.

What information do we collect about you?

Information we collect will include your name, your child's name, date of birth and school, your address, email address and phone number. If you participate in our fee remission scheme, we will collect a range of additional information including financial status. We may also collect information from you to support an application for other funding made on your behalf.

When students take part in courses, trips or events, we collect medical details and any additional information that helps us to keep your child safe. We also, via the referral form and ongoing clinical record-keeping, collect medical and clinical information about our music therapy clients.

We will not take or use any photographic images of any child at our events or activities without seeking and receiving specific consent from parents to do so.

How will we use the information about you?

We enter the information onto our system where it is used to create and manage your account and to inform and support the services we provide for you. RMT will not share your information with any other organisation or individual unless required to by law.

We are committed to ensuring that your information is stored and processed securely. To prevent unauthorised access, we have put in place practical, electronic and managerial procedures to ensure your data is protected and kept secure and only kept for as long as it is needed.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at 7 Briar Road, Twickenham TW2 6RB. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes to our policy

If you require further details, please see our Data Protection Policy. We keep this privacy notice and our Data Protection Policy under regular review and we will place any updates on this web page. This privacy notice was last updated on 15th May 2018.

How to contact us for further information

If you have any questions about our Data Protection Policy or the information we hold about you please email admin@richmondmusictrust.org.uk