

PEPPERCORNS MUSIC ACADEMY AND TURNKEY PRODUCTIONS (The organisation)

Data Protection Policy May 2018

(A member is anyone who attends any session with the organisation on a regular basis)

Section 1

What information do we keep on our membership forms?

- Name and address
- Telephone numbers supplied
- Email address if supplied
- Relevant medical information
- Other clubs and activities attended
- Relevant previous experience

Section 2

How do we use this information?

- To contact our members on all activities of relevance to them regarding the organisation
- To contact parents/guardians in the event of relevant emergencies that may occur
- To make sure we provide the correct activities to suit the member using the information supplied
- We do not, at any time, share with or sell your information to third parties.

Section 3

Where is the information kept?

- Membership forms are kept secured at our premises
- Email addresses are kept in our secure internet contacts folder

What information do we keep “ONLINE”?

- Email addresses, first name, and surnames are kept on our marketing mail provider MailChimp, and on our webmail providers (Roundcube, Outlook.com)
- Submissions from our contact forms are stored securely within the database

What we don't keep or do “ONLINE

- None of Section 1 except Email addresses , first name, and surname.
- We only send sales and promotion material to those who consent to receiving them by ticking the OPT IN box below or by opting in via our website

How long do we keep this information?

- We keep this information for 5 years from the member joining
- All information is deleted from our records if a member leaves before the 5 year period
- If a member wishes us to keep certain information in order to be kept informed of our activities a new Data Protection form must be completed and the “OPT IN” box ticked

A copy of this form can be downloaded from our website www.peppercornsedden.org.uk or collected from our premises at the address on the slip below.

Please detach this slip and return to Steve Muzolf (Data protection officer) Peppercorns Academy and Turnkey Productions Ltd. Unit 3, 19 Little End Road, Eaton Socon, St Neots. Cambs. PE19 8JH.

(Parent/ guardian if member is under 18 years)

I have read the Peppercorns Academy and Turnkey Productions data protection policy and agree to it's terms and conditions.

(Please sign).....Print name.....

Members name..... Date.....

“OPT IN” to receive sales and promotional information (Tick)