



The Melody Nest GDPR Privacy Policy

1. Introduction

The Melody Nest (“we”, “our”, “us”) is committed to protecting the privacy and personal data of our students, parents, staff, and visitors. This policy explains how we collect, use, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data We Collect

We may collect the following personal data:

- Name, address, email, and phone number
- Date of birth and age of students
- Medical or dietary information relevant to participation in activities
- Payment information (processed securely through third-party providers)
- Records of attendance, participation, and achievements

3. How We Use Your Data

We use personal data for the following purposes:

- Providing music and arts education and related services
- Communicating with students, parents, and staff
- Administration, planning, and record-keeping
- Ensuring health, safety, and wellbeing
- Complying with legal obligations

4. Legal Basis for Processing

We process personal data on the basis of:

- Contractual necessity (to provide our services)
- Legal obligation
- Consent (where required)
- Legitimate interests (e.g., safeguarding, administration, and communication)

5. How We Store and Protect Your Data

- All **paper records** are stored securely in a **locked filing cabinet** accessible only to authorised staff.

- All **electronic files** are **password protected** and stored securely on devices and servers.
- Access to personal data is restricted to authorised staff who require it to perform their duties.

6. Data Sharing

We do not sell or share personal data with third parties for marketing purposes. Data may be shared with:

- Third-party service providers assisting with administration or services (under strict confidentiality agreements)
- Authorities or legal bodies when required by law

7. Data Retention

We retain personal data only as long as necessary for the purposes outlined above, or as required by law. Once no longer needed, personal data is securely destroyed.

8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data (subject access request)
- Request correction of inaccurate data
- Request deletion of personal data (where applicable)
- Restrict or object to processing
- Withdraw consent at any time (if processing is consent-based)

Requests should be made in writing to **Lyndsey Crosby, The Melody Nest, 7 Shoemakers Close, Earls Barton, Northampton, NN6 0RF**, and we will respond within one month.

9. Contact Information

For questions about this policy or how we handle personal data, please contact:

The Melody Nest

7 Shoemakers Close, Earls Barton, Northampton, NN6 0RF

info@melodynest.co.uk

www.melodynest.co.uk

10. Updates to this Policy

This policy may be updated periodically to reflect changes in practices or legal requirements. The latest version will be available on request.