



## Privacy Notice

Creative DJ School adheres to the General Data Protection Regulations 2018. We take your privacy very seriously and hope you understand what data we take, why we take it, how we keep it and what you can do about it. Below is a table that details all this information.

If you are not comfortable or want to discuss any part of this information please contact our Data Protection Officer: Ian Stanley on 07488506844, [ian@createdjschool.com](mailto:ian@createdjschool.com).

- We exist to help engage adults and young people in DJ and music production skills. We only use data if you have signed a consent form with us. We may use your data to contact you directly to advertise our services but we will never sell or share your data to any other organisation for the purposes of marketing or advertising.
- We may use data collected from you or the child or young person you represent to celebrate our work for the purposes of business analysis. Data used for this purpose will be totally anonymous and will only take the form of statistical reports.
- We may use data (including images and audio recordings) collected from you or the child or young person you represent to celebrate their successes and to promote our good work.
- We will need to use data to submit for certifications.
- We will need to use data to collect payments where necessary.

At any points you can request your data is destroyed – please speak to Ian Stanley with any thoughts or concerns.

<b>Type of data</b>	<b>Uses of that data</b>	<b>Data is stored</b>	<b>Data is destroyed</b>
Adult/Parent/Carer contact information.	We only contact you with offers or information about our projects. We will never promote any other products or pass your data onto anyone else.	Under lock and key in our studio and under password protection online	At your request.
Student/Learner Contact information.	In cases where you have given us consent to contact the student directly we will use this data to notify them of changes to plans or special offers only.	Under lock and key in our studio and under password protection online.	At your request.
Students' personal information.	For example gender, ethnic group, special education need etc. This data is used anonymously to help support business analysis and to provide support where needed	Under lock and key in our studio and under password protection online.	At your request.
Photographs, audio recordings, video and other digital media.	This is used online, on social media and in promotional material to celebrate the success of our students and to promote Creative DJ School.	Under lock and key in our studio and under password protection online.	At your request.
Payment Data	If you pay online	Online under	At your request.

	via our website, Paypal or BACS we will have a secondary set of data showing your contact information, amounts paid and methods of payments. In some instances we may have your bank account details.	password protection and under the server security of proprietary software (eg Paypal, Online Banking etc)	
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