



GDPR and Data Protection Policy

22 Music Academy

1. Introduction

22 Music Academy (“the Academy”) is committed to protecting the privacy and security of personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR), the UK GDPR, and the Data Protection Act 2018. This policy outlines our approach to ensuring the lawful, fair, and transparent processing of personal data of students, staff, parents, and other individuals connected to the Academy.

2. Scope

This policy applies to all employees, contractors, volunteers, students, and third parties who process personal data on behalf of 22 Music Academy within the United Kingdom.

3. Data Protection Principles

The Academy adheres to the following data protection principles, as set out in the UK GDPR:

- Personal data shall be processed lawfully, fairly, and transparently.
- Data shall be collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.



- Data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Data shall be kept in a form which permits identification of data subjects for no longer than is necessary.
- Data shall be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

4. Lawful Bases for Processing

The Academy processes personal data only where there is a lawful basis as defined by the UK GDPR, which may include:

- Consent of the data subject
- Performance of a contract
- Compliance with a legal obligation
- Protection of vital interests
- Performance of a task carried out in the public interest
- Legitimate interests pursued by the Academy or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject

5. Data Subject Rights

Data subjects have the following rights under the UK GDPR:



- The right to be informed about how their data is used
- The right of access to their personal data
- The right to rectification of inaccurate or incomplete data
- The right to erasure ('right to be forgotten')
- The right to restrict processing
- The right to data portability
- The right to object to processing
- Rights in relation to automated decision-making and profiling

Requests to exercise these rights should be made in writing to the Academy's Data Protection Officer (DPO). The Academy will respond within one month, unless the request is particularly complex or numerous.

6. Data Collection and Use

Personal data is collected and processed for purposes that include, but are not limited to:

- Enrolment and administration of students
- Staff administration
- Safeguarding and welfare
- Communication with parents, students, and staff
- Management of events and performances
- Compliance with legal and regulatory obligations



7. Data Sharing and Disclosure

The Academy may share personal data with third parties, such as service providers, regulatory authorities, and examination boards, only where there is a lawful basis and appropriate safeguards in place. Data will not be transferred outside the UK or EEA unless adequate protection measures are in place.

8. Data Security

The Academy implements technical and organisational measures to protect personal data, including secure storage, restricted access, encryption, regular staff training, and incident response procedures. Data breaches will be reported as required under the UK GDPR and Data Protection Act 2018.

9. Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected, in accordance with statutory requirements and the Academy's Data Retention Policy.

10. Roles and Responsibilities

All staff and representatives of 22 Music Academy are responsible for ensuring compliance with this policy. The Data Protection Officer (DPO) oversees data protection activities and serves as the point of contact for queries and requests.



11. Training and Awareness

The Academy provides regular data protection training and awareness for all staff and relevant stakeholders to ensure understanding and compliance with GDPR and UK data protection law.

12. Policy Review

This policy will be reviewed annually or in response to significant changes in legislation or Academy operations.

13. Contact Details

For questions, concerns, or to exercise your data protection rights, please contact:

Data Protection Officer

22 Music Academy

Unit 22 Acacia Close, Cherry Court Way, Leighton Buzzard, LU7 4QE.

Email: Contact@22musicacademy.com

Telephone: 01525868633

14. Complaints

If you are dissatisfied with the Academy's handling of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): [\[URL\]](#)