



BASE MUSIC

## **Privacy Policy**

Effective Date: September 2025

At Base Music School Northampton (“we”, “our”, “us”), we are committed to protecting your personal information and respecting your privacy. This policy explains how we collect, use, store, and share your personal data, including the use of CCTV cameras, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

### **1. Who We Are**

Base Music School Northampton provides music tuition and related services. For the purposes of data protection laws, we act as the Data Controller for the personal information you provide to us.

Contact details:

Email: [basemusicservices@gmail.com](mailto:basemusicservices@gmail.com)

Address: **Basement, 35 Billing Rd, Northampton NN1 5DQ**

### **2. What Information We Collect**

We may collect and process the following personal data:

Students / Parents / Guardians:

Name, address, email, phone number

Date of birth

Emergency contact details

Special educational needs or health information (only if necessary for lessons)

Staff / Tutors:

Contact details

Employment/contractor details

Qualifications, DBS checks, references

Visitors:

CCTV images and video recordings when on our premises

### **3. CCTV and Security Cameras**

We operate CCTV cameras in and around the school premises for the purposes of:

Ensuring the safety and security of students, staff, and visitors

Protecting property and equipment from theft or damage

Monitoring access to the building

Supporting safeguarding communications

### **How We Use CCTV Data**

CCTV footage is used only for security and safety purposes.

Footage may be shared with law enforcement or regulatory authorities if required.

CCTV recordings are stored securely and retained for a limited period (usually [insert period, e.g. 30 days]) before being automatically deleted, unless required for an ongoing investigation.

We do not use CCTV cameras in private areas such as toilets.

### **4. How We Use Other Personal Information**

We use personal data to:

Provide music sessions and related services

Manage enrolments, timetables, and communications

Collect payments and issue invoices

Ensure the safety and wellbeing of students

Comply with safeguarding, legal, and regulatory obligations

Send updates, newsletters, and relevant communications (where consent has been given)

## **5. Legal Bases for Processing**

We process your personal data under the following lawful bases:

Contractual necessity – to provide lessons and fulfil agreements

Legal obligation – to comply with safeguarding and tax requirements

Legitimate interests – to operate CCTV for safety, prevent crime, and manage services

Consent – where required, e.g. for marketing communications or use of photos/videos

## **6. How We Store and Share Your Information**

Information is stored securely in electronic systems and/or locked physical files.

CCTV data is stored on secure servers with restricted access.

We only keep your information for as long as necessary to fulfil the purposes outlined above.

We may share data with:

Payment processors (for handling tuition fees)

Regulatory authorities, if legally required

External exam boards (where students are entered into graded exams)

Law enforcement (if CCTV evidence is required for investigations)

We will never sell your personal data to third parties.

## **7. Your Rights**

Under UK GDPR, you have the following rights:

The right to access your personal data (including requesting access to CCTV footage in which you are identifiable)

The right to rectify inaccurate or incomplete data

The right to request erasure of your data (“right to be forgotten”)

The right to restrict or object to processing

The right to data portability

The right to withdraw consent (where processing is based on consent)

The right to lodge a complaint with the Information Commissioner’s Office (ICO)

For more details on your rights, visit the ICO website: <https://ico.org.uk>

## **8. Children’s Privacy**

For students under the age of 18, we collect information from parents/guardians as necessary. We will only process children’s personal data with the knowledge and involvement of their parent/guardian.

## **9. Photography, Video, and Recordings (Non-CCTV)**

From time to time, we may take photos, videos, or audio recordings of lessons, rehearsals, or performances. This will only be done with prior consent from students (or their parents/guardians if under 18).

## **10. Changes to This Privacy Policy**

We may update this policy from time to time. Any changes will be published on our website and, where appropriate, communicated directly to you.

## **11. Contact Us**

If you have any questions or concerns about this Privacy Policy or how your data is handled, including CCTV recordings, please contact us:

Email: [basemusicservices@gmail.com](mailto:basemusicservices@gmail.com)

Address: Basement, 35 Billing Rd, Northampton NN1 5DQ

