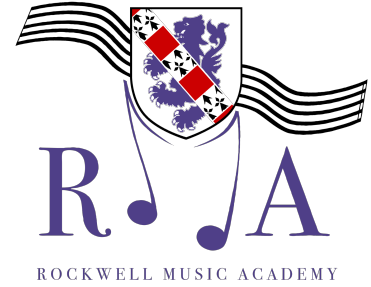


Rockwell Music Academy

Data Protection Policy

2020-2021



The following is *Rockwell Music Academy's* Data Protection Policy. Suzanne Buttimer, director of the *Rockwell Music Academy* has been designated to act as Data Controller.

The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of *Rockwell Music Academy*. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003).

Privacy Statement

Rockwell Music Academy is committed to protecting the privacy of visitors to our website and of the information shared via means of electronic or written communication.

This privacy policy sets out the basis on which any personal data we collect from you or that you provide to us will be processed by us.

Please read the following policy. It will help you to understand how we use your personal data. We may change our privacy policy at any time without giving you notice.

This Notice ("Notice") has been developed to ensure our users feel confident about the privacy and security of personal data and to meet our obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (the "Data Protection Law"). Under Data Protection Law, personal data is information that identifies you as an individual or is capable of doing so ("Personal Data").

Information we may collect

We may collect and process the following data:

- Name of parent/guardian and student
- Student's date of birth
- Details that may be relevant to our care of students with regard to medical/learning/special needs
- Student's address
- Contact e-mail address(es)
- Contact phone numbers of parents/guardians/students/emergency contacts

- Information that you provide by filling in the membership form and checkout on our website
- If you contact us, we may keep a record of that correspondence
- Record of payments received for up to 7 years in accordance with Revenue requirements
- We will never collect or store bank account details

For general web-browsing, no individual user will be identifiable from such information that will be used to ensure the web site reflects the needs of users.

Certain statistical information is available to us via our internet service provider for administration and trouble-shooting purposes. This includes the IP and logical address of the server visitors are using.

We may also use temporary "session" cookies. This information collected may be used to enable us to enhance, maintain and resolve any problems with our server and website.

Visitors have an opportunity to send us information via this website through the "Contact Us" page or by clicking the e-mail link. By choosing either of these, you may be providing us with personal information. This information will only be used by us for the purposes for which it was provided by you and/or any reasonable incidental purpose.

Third Party Disclosure

We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information. We do not include or offer third-party products or services on our website.

Communications Process

We communicate and take instruction from parents/students/ guardians in relation to the administration of the classes (e.g. schedule/payment/calendar/important information relevant to tuition). We will only discuss personal information with the student/parent/guardian.

Removal or Amendment of Personal Data

Rockwell Music Academy assumes responsibility for keeping an accurate record of personal data once you have submitted the information. However, *Rockwell Music Academy* does not assume responsibility for confirming the continued accuracy of your personal information. When practically possible if you inform *Rockwell Music Academy* that your personal data is no longer accurate or up to date then appropriate corrective action will be taken.

You have the right to be given a copy of information held by us about you.

We will provide the requested information to you within thirty days of the receipt of a valid request in writing.

You have the right to access your data and to have any inaccuracies in the details we hold corrected.

You also have the right to have the information erased or removed if we do not have a legitimate professional reason for retaining it.

We will comply with any such valid requests within thirty days of the receipt of a valid request in writing.

Please send all requests to info@rockwellmusicacademy.ie

We reserve the right to request you to provide additional or supplementary information to enable us to identify your personal data and/or to verify your identity.

Your Rights

We shall vindicate all your rights under Data Protection Law. These rights are as follows:

1. Your right to withdraw your consent to the processing of Personal Data at any time
2. Your right to request from us access to personal data and to have any incorrect personal data rectified
3. Your right to the restriction of processing concerning you or to object to processing
4. Your right to have your personal data transferred to another service provider
5. Your right to have personal data erased (where appropriate)
6. Information on the existence of automated decision-making, if any, as well as meaningful information about the logic involved, its significance and its envisaged consequences

Vindication of your rights shall not affect any rights, which we may have under Data Protection Law.

Security

Generally accepted standards of technology and operational security have been implemented to protect personal information from loss, misuse, alteration or destruction. It is a legal requirement to keep personal information confidential and only authorised personnel within *Rockwell Music Academy* have access to this information.

Rockwell Music Academy is not responsible for the privacy policies of third-party sites to which links are provided. Please check those policies before you submit any personal data to those websites.

The site interfaces social media websites such as Facebook and may use social media plugins to facilitate social media functions.

If you are a member of a social media platform or website, and log in to such social media or platform, the interfaces may allow the social media platform or website to connect your visit to the Site to your Personal Data. The social media plugins also may allow the social media website to share information about your activities on the Site with other users of their social media platform. We have no control over the information that other websites or social media websites or plugins collect, store, or use. Before you choose to access other websites from the Site or “like” or share information from the Site through any social media platform or website, please be certain that you review the privacy notice of that social media platform or website.

Governing Law and Jurisdiction

This legal notice and all issues regarding this notice, are governed exclusively by Irish law and the Irish courts.

Using the Rockwell Music Academy website

The *Rockwell Music Academy* website is owned by *Rockwell Music Academy* and powered by *Pinstripe Media*.

The content of the site belongs to *Rockwell Music Academy* unless indicated otherwise.

Copyright and all intellectual property rights in the content of this site are vested in *Rockwell Music Academy* and reserved, unless indicated otherwise.

General

Delay or failure on our part in enforcing any of our rights shall not constitute a waiver by us of our rights and remedies. If any part of this Privacy Statement is held to be invalid or unenforceable, the validity or enforceability of the remainder will not be affected.

Website Liability Disclaimer

The content of the *Rockwell Music Academy* website is designed to provide general guidance on tuition and classes provided as well as the professional services available from *Rockwell Music Academy*. Please be aware that the content of this website does not constitute professional advice.

In preparing this website, although every effort has been made to ensure the content is accurate and up-to-date, unintentional errors can occur and, as a result, the information may not be accurate or up-to-date.

Rockwell Music Academy accepts no liability whatsoever for any loss arising as a result of any action taken or refrained from based on the information contained on the *Rockwell Music Academy* website or any other sites to which this site may be linked.

How can you make a complaint about the Use of Personal Data?

Complaints on the use, retention and disposal of personal data can be submitted via email to Suzanne Buttimer, Data Controller.

As a user of our website you also have the right to lodge a complaint with the Data Protection Commission.

Contacting us

If you have any questions about this statement, our practices relating to the website or your dealing with the website or our processing information system you can contact us via email: info@rockwellmusicacademy.ie. Visit us online at www.rockwellmusicacademy.ie.