*JTPTRUST PRIVACY POLICY and STATEMENTS*

*THE JTPTRUST PRIVACY POLICY: The JTPTrust holds Data Information on Singers, Friends, our Teaching Team and Volunteers for administration and contact purposes. All Data is confidential within the JTPTrust and will not be shared with third parties, except where specified.  Data is stored in paper copies and in electronic form. It is controlled by the JTPTrust and processed by the Registar. Individuals have access to their own personal data and have a right to amendment or erasure on request, except where there this is a legal requirement for the Trust to retain such data. The JTPTrust will remove the name of any individual who ceases to be part of the JTPTrust from circulation lists within three months. Data will be held for a period of 7 years when there is legal requirement for us to do so. Should there be a Data Protection breach we will inform you within 72 hours. Anyone wishing to raise a complaint about the way in which Data is handled should contact the JTPTrust Director or Chairman.*

*SEE BELOW FOR PRIVACY STATEMENTS RELATING TO:*

1. *Singers and Parent-Friends*
2. *Friends*
3. *Teaching Team and Volunteers*
4. *Youth Privacy Statement*

**1/ SINGERS & PARENT-FRIENDS PRIVACY STATEMENT**

The JTPTrust takes your privacy seriously and will only use your basic personal information for necessary registration and administration purposes. We ask you to complete a Registration when you begin lessons with us. The information you give us is kept in electronic and paper form. It is controlled by the JTPTrust and processed by the Registar.

* From time to time we would like to contact you by email to provide you with information in connection with lessons, concerts and rehearsals, examinations and festivals and other vocal events. Sometimes we may also need to contact you by text or telephone
* On occasion we may need to pass your details on to recognised examination boards and Music Festivals as part of entry process for competitions and exams.
* We would sometimes like to print your name in concert programmes and on exam/festival lists
* If you are 16 and under we are occasionally required to pass your details to the local Borough Council in order for you to take part in concerts and events.
* If you cease to be a student of the JTPTrust you will be removed from registers and email lists within three months. However we will normally retain your details for up to 7 years for financial reasons.
* Exceptionally, emails of singers who have taken part in major JTPT projects will continue be kept in case we need to make contact with you in connection with such projects.
* You may at anytime request to see the information which you have entrusted to us, also to request that it be erased or corrected. If you wish to raise a complaint on how we have handled your information, please contact the JTPTrust Director.

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**2/ JTPTRUST FRIENDS PRIVACY STATEMENT**

Dear JTPT Trustees, Friends, Contacts and Associates

You will be aware that data protection laws are changing, and the JTPTrust has to comply with the new General Data Protection Regulations from 25 May 2018.

We want to make sure that your privacy is protected, and that any information you receive from the JTPTrust is useful to you. Your email address, and any personal information the JTPTrust holds on you will be kept private and will be held securely on computer.

At present I, as Director, hold an extensive list of contacts on my ‘Friends of the JTPTrust’ email group and I like keep in touch by occasionally sending you information on JTPTrust and its activities.

Occasionally I also like to send you information on other musical activities you may be interested in.

After 25 May the JTPTrust will need your permission for me to do this.  If you would like to continue to receive information from me after this date, please cut-and-paste the below permission statement, ticking the ‘yes’.

 On 25 May I shall delete the old 'Friends' list and start afresh.

Thank you for your continued support of the JTPTrust which is much appreciated.

Best wishes

Janice V Thompson

Director, JTPTrust

JTPTrust

Please reply to this email to indicate the following (delete Yes or No).

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*I agree to you sending me emails about JTPTrust activities   Yes / No*

*I agree to you sending me information on other musical activities. Yes/No*

*I understand that I can withdraw my agreement at any time Yes/No*

*==================================================================*Thank you all

JT, May 2018

3/TEAM **TEACHERS AND VOLUNTEERS PRIVACY STATEMENT REQUEST**

**TEAM TEACHERS AND VOLUNTEERS PRIVACY STATEMENT CONTENT FORM.**

* The JTPTrust takes your privacy seriously and will only use your basic personal information for necessary administration purposes. Any information you give us is controlled by the JTPTrust and processed by the Registrar.
* From time to time we need to contact you by email, text or telephone to discuss or provide you with information in connection with lessons, concerts and rehearsals, examinations and festivals in connection with your work at the JTPTrust.
* We are statutorily obliged to keep details of recent DBS statements and there are occasions when we may need to pass these to the schools in which we work.
* On occasion we may need to pass your details on to recognised examination boards and Music Festivals as part of entry processes for competitions and exams.
* We would like to print your name in concert programmes in connection with your work for the JTPTrust
* If you cease your connection with the JTPTrust we will normally remove your details from our circulation lists within three months. Exceptionally, if you have taken part in major JTPT projects we will keep a contact email for you in case we need to make contact with you in connection with such past projects.
* You may at any time request to see the information which you have entrusted to us, also to request that it be erased or corrected. If you wish to raise a complaint on how we have handled your information, please contact the JTPTrust Director.

**I understand and consent to the requests in the above JTPTrust Privacy Statement:**

**Name: ………………………………………………………………………**

**(please print)**

**Signature: ………………………………………………………………………..**

**Date: …………………………………………...............................**

**I understand and consent to the requests in the above JTPTrust Privacy Statement:**

**Signature: Date**

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**JTPTRUST YOUTH PRIVACY STATEMENT**

Dear JTPTrust Youth Singers

You will have heard that data protection laws are changing, and the JTPTrust has to comply with the new General Data Protection Regulation from 25 May 2018.  We want to make sure that your privacy is protected, and that any information you receive from us is useful to you. Your email address, and any personal information the JTPTrust holds on you will be kept private and will be held securely on my computer.

On occasion I like to send you information on JTPTrust and its activities.

 Sometimes I also like to send you information on other musical activities you may be interested or involved in.

After 25 May I will need permission to do this. If you would like to continue to receive information from me after this date, please tick the below permission statement ‘yes’.

Thank you for your continued support of the JTPTrust which is much appreciated.

Best wishes

Janice V Thompson

Director, JTPTrust

JTPTrust

Please reply to this email to indicate the following (delete Yes or No).

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NAME

MY EMAIL ADDRESS IS : MY MOBILE NO IS:

*I agree to you sending me emails about JTPTrust activities   Yes / No*

*I agree to you sending me information on other musical activities. Yes/No*

*I understand that I can with draw my consent at any time Yes/No*

*=====================================================================*Thank you all