

24 MAY 2018

ROYAL HOSPITAL SCHOOL
PRIVACY NOTICE – MUSIC AT RHS

INTRODUCTION

The Royal Hospital School (RHS)¹ is an Independent Boarding/Day School operating as part of the Greenwich Hospital Crown Charity². In addition to the School's overarching Privacy Notice³, this focused Privacy Notice is intended to cover data processing in relation to event activities and associated distribution of publicity conducted by Music At RHS.

WHAT THIS NOTICE IS FOR

RHS seeks to provide appropriate levels of data protection and security across all its operations. This notice is intended to provide information about how the School will use and hold ("process") personal data related to Music At RHS. This information is provided in accordance with the rights of individuals under Data Protection Law⁴ to understand how their data is used.

RESPONSIBILITY FOR DATA PROTECTION

All individuals have a level of responsibility towards the protection of their own data and that of others.

The School has appointed the Director of Finance and Operations (Bursar) as the Privacy and Compliance Officer, who will deal with any requests and enquiries concerning the School's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this Privacy Notice. In specific relation to Music At RHS the processing of any personal data is the responsibility of the Music School Administrator.

WHY MUSIC AT RHS NEEDS TO PROCESS PERSONAL DATA

We have identified a legitimate interest⁵ to use your personal data in order to enable publicity of and attendance at events. Your personal data is limited to your name and mailing address.

WHO HAS ACCESS TO PERSONAL DATA AND WHO MUSIC AT RHS SHARES IT WITH

The names and mailing addresses are stored on a specific data base with limited password access. The data is not shared beyond the RHS Music Department.

HOW LONG WE KEEP PERSONAL DATA

We will retain your data until you no longer require the event information.

YOUR RIGHTS

Please notify the Music School Administrator at Music@royalhospitalschool.org or at the address at footnote 1 below should you no longer wish to receive event information. Any individual wishing to access or amend their personal data, or who has some other objection to how their personal data is

¹ Located in Holbrook, Suffolk, IP9 2RX.

² Greenwich Hospital's head office is located at 1 Farringdon Street, London EC4M 7LG.

³ Available at www.royalhospitalschool.org

⁴ General Data Protection Regulation (GDPR) 25 May 2018.

⁵ Through GDPR Article 6 and a recorded Legitimate Interest Assessment (LIA).

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used, should put their request to the Privacy and Compliance Officer in writing at bursar@royalhospitalschool.org or via the School mailing address at footnote 1.

QUERIES AND COMPLAINTS

Any comments or queries concerning this notice should be directed to the Privacy and Compliance Officer at bursar@royalhospitalschool.org

Thank you for your support to Music At RHS.