MLA Privacy Policy

Here at MLA, we care for your privacy. That is why we have taken appropriate measures to ensure that the data you have provided to us is always secure. Your email will only be used to contact you in relation to MLA and will not be passed on to a third party. If you have any questions related to GDPR compliance or data protection, please contact us

What data we collect:

* Email addresses and phone numbers
* Emergency Contact information (Phone numbers and occasionally addresses)
* Essential Medical information

How we collect data:

Personal is only collected and provided by clients with their permission. All emails that are sent to [info@musiclessonsangus.com](mailto:info@musiclessonsangus.com) automatically remain in our email contact list.

Why we collect it:

* Email addresses are used as our main source of contact between parents/students to arrange MLA lessons, classes and events. Phone numbers will also be used on occasion particularly to notify a change of class time or lesson at short notice.
* Emergency contact information for children is used in case we need to contact a parent at times in which the child is in our care.
* Essential medical information is collected to ensure that in case of a medical emergency, we have essential information to pass on to medical professionals.

How we use and store information:

* Electronic information is stored on password protected computers and IPADs. Passwords are updated and changed regularly. Only the company Director’s (Nicole and Eoin Tonner) have access to this information.
* Paper copies of data are stored in a secure filing cabinet at the residence of Directors. Paper copies of data, when necessary, are to the premises of where we are working to ensure we have the essential information to hand in an emergency situation. Care will be taken with staff to ensure that any data will not be left unattended or viewable to the members of public. For example, we need a copy of emergency contact details and medical information when children are in our care without parents.
* Paper copies of data will be stored securely for up to 5 years to comply with insurance policies. If the child attends our classes beyond 5 years, data will be kept for up to 5 years from the last attendance at an MLA event of class.
* Any data we discard will be shredded or securely deleted.
* Any data we collect will only be used for MLA purposes and will not be passed on to a third party.

How to update or request removal of data:

* To update information or to request that we discard and delete any data we have collected from you, please email [info@musiclessonsangus.com](mailto:info@musiclessonsangus.com) with your request.