

## **Privacy Notice**

This Privacy Notice is in place to comply with the General Data Protection Regulation (GDPR) effective from 25<sup>th</sup> May 2018 and relates to Sue Bradford Piano Teacher, 10 Fernhill Way, Wolvey, Hinckley, LE10 3LP. suebradford@srbradford.plus.com

### What data is collected?

Unless otherwise agreed with you, only basic personal data about students will be required. This may include name, home address, phone number, email address, date of birth, any medical conditions or special educational needs. Skype contact details are also collected for online lessons.

Information is also held about students' musical education including lesson plans, exam results and reports.

### How is the data collected?

Contact data is collected through the website contact form, initial phone call or email. Additional data explained above is collected during the consultation meeting and in subsequent lessons as necessary.

### How is the data stored?

Data is stored in the following ways:

- If you contact me via the website form, data is stored securely in the Wix CRM (Customer Relationship Management) contact system and in Microsoft Outlook.
- If you email or telephone me directly, contact details are stored in my Microsoft Outlook system.
- All data is also stored in paper format.

All reasonable steps are taken to keep your data secure.

### How is the data used?

The information is used:

- to communicate with students/parents/guardians regarding the piano tuition provided.
- to support the teaching process.

Data is not used for marketing purposes.

### Is the data shared?

Some information is required by Exam Boards for exam entry. This will be clear on the entry form. No other third parties will have access to your personal data unless there is a legal obligation for it to be provided.

### How long is the data kept?

Data is generally kept for a minimum of 7 years.

### Use of Cookies (website)

My website uses cookies to improve user experience. These cookies are text files that contain data about your browser and computer.

When you visit my website for the first time, you will see a pop-up appear on the website that will ask you to accept its use of cookies. By accepting this pop-up, you are giving your consent for my website to use cookies to give you the best possible experience.

You may choose to deny this request and reject the use of cookies. However, this means my site may not function as fully as intended for your needs.

You can clear your cookies from your browser at any time through the settings function on your browser. This will delete all cookies stored on your browser, but you will need to reaffirm or deny your consent when you revisit websites after this.

For more information about Cookies please visit the [ICO](#).

### Your rights and responsibilities

You have the right to request that your data is amended or deleted at any time. You also have the responsibility for ensuring the data held is accurate and current.

Any queries should be directed to Sue Bradford.