

MUSICIAN BURGESS PRIVACY STATEMENT

The General Data Protection Regulations require that all businesses issue a privacy statement to all clients and contacts, regarding the data held about the individual. This statement presents the legal basis for holding your data, your options and your rights concerning the data held, and the security of your data.

1. Data Held

- 1.1. Musician Burgess holds the following data in order to perform the service required by students and potential students, or their parent/guardian: Name of parents/guardians, Name and date of birth of student, Address, Phone number and Email address.
- 1.2. Information about the student's music education will be recorded, such as progress, abilities, challenges, objectives, exam results and tracking against goals. Written records are kept for each student to ensure progress.
- 1.3. If the student chooses to enter for exams or competitions, then the student (or parent/guardian) consents to Musician Burgess collecting some or all of the following information and passing it to the event organiser to enter the student for the events: Date of Birth, ethnicity, age, other personal information as required.
- 1.4. In addition to the above, Musician Burgess will occasionally communicate additional information of interest to students that may not be directly relevant to piano lessons. E.g. concerts, resources, music books etc.

2. Individual Rights to the Data Held:

- 2.1. If you wish to know what data is held about you, you can speak to Musician Burgess or request by email that it be presented within 1 month.
- 2.2. If any of the data held by Musician Burgess is inaccurate, you can request by any means and at any time that it be corrected immediately.
- 2.3. Data will only be held as long as is necessary. Students' data will be deleted 1 month after leaving, although communication and financial records will be held for longer as required by law.
- 2.4. Data on a waiting list for lessons will be held until a space becomes available. If the contact declines the lesson space offered, they can choose to stay on the list, or for their data to be removed immediately. Waiting list contacts can request by email at any time to be removed from the waiting list.
- 2.5. If you wish any or all of your data to be deleted, you can request this at any time. Please note that the data listed in paragraph 1.1 and 1.2 above is necessary to receive music tuition. Deletion of this data will end the music tuition either on the date you specify, or immediately if no date specified. Financial records (invoices) are required to be kept for 6 years and by law cannot be deleted.

3. Security

- 3.1. Data is held in a private home, on paper file. When away from home only telephone contact details are entered on my mobile phone should I require telephoning you at a more convenient time. The device is protected by password.
- 3.2. Your data will never be shared beyond the stated uses in section 1 above, and will never be sold.

4. Reporting a breach of rights or security

- 4.1. If you believe your data rights or security have been breached, please contact Musician Burgess immediately.

5. Musician Burgess and Simon Andrew Burgess are registered with the Information Commissioner's Office.