

THE MUSIC BOX

School of Piano

Privacy Notice

Your Personal Data

The Music Box will be what is known as the 'Controller' of the personal data you provide to us.

What we need

Unless otherwise agreed with you, we will only collect basic personal data about our clients and associates. This information may include your name, home address, email address, date of birth, bank details, education details and qualifications, employment history, any medical conditions or specific educational needs data and ongoing academic records. We may also need to record, film and/or photograph clients, students and associates.

We also hold information about student' musical education including lesson plans and observations, progress, objectives, exam results and reports.

Why we need it

We process personal information to enable us to provide tuition to students, to promote our services, to maintain our own accounts and records to support and manage our associates. We will not collect any personal data that we do not need.

What we do with it

All the personal data we hold about you will be processed by The Music Box team. Some information is passed to Associate Tutor(s) who work with you and may also be shared with the following third party organisations as needed:

Accounting Software company
Accountant
Bank
Direct Debit Company/ Paypal
Debt Collection Agency
My Music Staff
Examination Board

No other third parties will have access to your personal data unless there is a legal obligation for us to provide it. We will take all reasonable steps to ensure that your personal data is processed securely.

How long we keep it

The length of time we keep your information for is dependent on your ongoing relationship with us. If you choose to discontinue tuition with The Music Box, we will keep your personal data for a further 6 years, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. If you consent to marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information.

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 we hold for you is accurate and current. In both cases, any queries should be directed to Nichola McCloy at themusicbox.gilwern@gmail.com. More information about your rights can be found on the Information Commissioner's website at www.ico.org.uk

Changes to this policy

This privacy notice will be periodically reviewed and updated where necessary. Current students will be informed accordingly and the latest version will be available at www.themusicboxgilwern.co.uk

What we would also like to do with it

We would like to send you information about our services by telephone, email and SMS. Please note that if you consent to being sent our information by email then your data will be shared with the third party organisation My Music Staff who will make contact on our behalf. If you agree to being contacted this way please tick the relevant boxes:

Email Phone SMS

On occasion, we may wish to use photographs taken during the course of our work to be used for promotional purposes, If you agree to the publication of photographs of the student, please tick the relevant boxes.

Email Phone SMS

You can withdraw consent at any time by emailing Nichola McCloy themusicbox.gilwern@gmail.com

Signed _____

Name (please print) _____

Date _____

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GILWERN VILLAGE HALL
GILWERN
NP7 0AR

WWW.THEMUSICBOXGILWERN.CO.UK
THEMUSICBOX.GILWERN@GMAIL.COM
07989441336
01873 832830