



PRIVACY NOTICE

Your Personal Data

Piano Tuition with Louise (Louise Dubicki) is registered with the Information Commissioner's Office (registration number ZA357440) to act as a controller of your personal information.

Every reasonable effort is made to ensure that information processed, either in physical or electronic form, is safe and secure at all times.

What data will be collected?

Basic personal data, for example name, date of birth, address, email address, phone number and school (for school-age children) will be collected when you complete a Student Registration Form. Names and email addresses will also be collected when you make initial contact via an Initial Enquiry Form, Facebook messenger, text message or email.

On an ongoing basis, information will be collected about each student's piano education, e.g. progress, objectives and exam results. This may be collected through discussion, observation in lessons, exam results or exam comments sheets.

Collecting this data enables me to provide you with the services you have engaged me to provide, and to assert my right to be recompensed in return for these services as per the agreement I have with you. *Lawful basis: Legitimate Interests (article 6f)*

You may also wish to include information on the Student Registration Form about allergies, anxiety, asthma or any other health-related information you feel relevant. This information will help me to provide a safe environment or be fully aware of a student's particular needs. By completing these details on the Registration Form, you are giving your consent for me to hold this information. *Lawful basis: Legitimate interests (article 6f). Specific condition – consent (article 9 – 2a)*

You may also choose to allow me to use your photograph on my website and/or Facebook page. You will need to sign a consent form allowing you to control how any photographs are used. *Lawful basis: Consent (article 6a). Specific condition – consent (article 9 – 2a)*

How this data will be used

Contact details will be used to communicate with you about piano lessons. This may include contacting you by phone, text or email to send lesson notes, invoices or other communication relating to lessons. Contact could also include information about other relevant music services I offer – for example, a recital opportunity or resource which may benefit you.

Your data is never shared with third-party marketing organisations. In the course of running my business a limited amount of data may be shared with various organisations that assist with administrative tasks, for example:

- Calendar and scheduling programme
- Lesson notes app (e.g. Cadenza)
- Invoicing software
- Google Forms
- Examination board if exam entries are made
- Although unlikely, if the need arises, data may also be shared with relevant third parties to pursue outstanding fees owed.

No other third parties will have access to your personal data unless there is a legal obligation for me to provide it.

How long will I keep the data?

I will not retain any of your information once it is no longer required. I do have a legal obligation to retain certain information relating to business for a minimum of six years.

Your rights under data protection law

The law provides various rights for individuals. These include the right to be informed that your data is being processed as outlined in this Privacy Notice.

You also have a right of access, to have your information corrected, updated or erased, and to object to certain processing uses (such as for direct marketing). These rights do not apply if the data is required to fulfil a legal obligation.

Further information about your rights is available from the Information Commissioner's Office website at www.ico.org.uk.

If you wish to make any request, including withdrawal of a prior consent, or if you have any queries in connection with this Privacy Notice, you should first contact:

- Louise Dubicki: ldpianotuition@gmail.com

If you are not satisfied with the response you receive, you may complain to the Information Commissioner's Office whose helpline number is: 0303 123 1113.