

Privacy Notice

March 2021

Personal Data

Joy White is the 'Controller' of the personal data that you provide.

• What I need

Unless otherwise agreed with you, I will only collect basic personal data about my clients, students and associates. This information may include your name, home address, e-mail address, date of birth, bank details, education details, qualifications, employment history, any medical conditions or special educational needs data and ongoing academic records. I may also need to record, film and / or photograph clients, students and associates. I also hold information about students' musical education including lesson plans, observations, progress, objectives, exam results and reports.

• Why I need it

I process personal information to enable me to provide tuition to students, to maintain my own accounts and records and to support and manage my associates. I will not collect any personal data from you that I do not need.

• What I do with it

All the personal data I hold about you will be processed by Joy White in the UK.

Some information may also be shared with the following third party organisations as needed:

- o My Music Staff
- o Accountant
- o Bank
- o Examination Boards and Music Festivals

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

• I will generally keep your personal data for a minimum of 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.

- **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 I hold is accurate and current. In both cases, any queries should be directed to joywhitebrass@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.joywhitebrass.co.uk