

PIANO LESSONS
in your own home
Piano/Keyboard Grades 0–8, Music Theory
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Dear parent/student

Re: General Data Protection Regulation (GDPR) from 25 May 2018 – Privacy Notice

In view of the above legislation, this document is designed to fulfil an obligation that I now have to formalise certain aspects of my business, specifically my approach to managing personal data. Rather than having to implement any changes, I'm simply required to clarify the situation, and will continue to handle any personal data in my possession with care and discretion. **Please note that I'm legally required to obtain your official consent (at the end of this Privacy Notice) in order for us to keep matters running effectively.**

As a sole trader, I am both Data Controller and Data Processor. As you already know, I need to collect a certain amount of basic personal data in order for me to do my job, and I don't collect or process any data irrelevant to this end. The basic data that I collate is as follows:

Student surnames, forenames and dates of birth; parent/carer surnames and forenames, email addresses and mobile nos; addresses and landline nos for where students reside; addresses and landline nos for where lessons take place if different from above (eg relative's house), together with relevant names and mobile nos; student initial attainment level(s) re the instrument; any relevant details concerning students' special needs.

As lessons progress, I use this basic data as a starting point to self-generate further relevant data. This assists me in delivering quality tuition and helps me to run my business effectively. Exam boards constitute the only third party I share any data with, and this sharing is confined to what is absolutely necessary. No other third party is intended to have access to your/your child's personal data unless I'm obliged to provide it for legal reasons. I store data on a personal laptop, only for as long as it remains relevant to my occupation. I keep a small amount of data for a long term period, mainly for reasons of professional development and for accounting/tax purposes, deleting the rest when it is no longer required.

Naturally, I need to continue to use your basic personal data in order to contact you in the ways in which you are already accustomed. This is also an opportunity to check my records are up to date. Please read and fill in the consent section below as appropriate and return the whole document to me.

Many thanks
Alastair

GDPR Privacy Notice: consent

I have read and understood all of the above and agree to being contacted in the following ways:

Method	Tick	Details
Email		
Phone		Landline
Text		Mobile(s)
Post/hand delivery		

If I need to opt out of being contacted and would like my/my child's data erased at any time I may instruct as such via the contact details at the top of this document.

Parent/carer name and signature

Date

Student name(s) and signature(s) if aged 16 or over

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Date