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Privacy Notice

April 2021

Personal Data

Sally Hartley 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 Sally Hartley in the UK. Some information may also be shared with the following third party organisations as needed:

- My Music Staff
- Accountant
- Bank
- 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 sallyhartleymusic.co.uk 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 sallyhartleymusic.co.uk