



# Privacy Policy

## **About Us**

The Music Tutor Limited is known as the “controller” of personal data you provide to us.

The Music Tutor Limited provides music tuition for children and adults at the business premise in group lessons and on a one to one basis.

For further information on the services we provide please visit [www.musicbeat.co.uk](http://www.musicbeat.co.uk)

This Privacy Policy describes how we obtain and use your personal data; why we are allowed to do so by the law; who has access to your personal data and what your rights are.

We take your privacy seriously and only use your personal data as further explained in this Privacy Policy. Our Privacy Policy and processing of your personal data is in line with GDPR.

**You have the right to object to us processing your personal data for our legitimate business interests.**

## **Personal data we collect and why:**

Personal data is collected in a number of ways:

- Provided to us directly by you when you register to use a service we are providing.
- Provided by you when contact is made through our website to book a first lesson or to make an enquiry.

Personal data is any information which identifies you personally whether directly (for example your name) or indirectly (for example information about your use of our services).

*We will use your information to*

- *Process, manage and deliver your tuition*
- *Provide the service you requested*
- *Book you in for an examination*

We will need to collect the following data about you in response to an enquiry you make via our website or in relation to the services that we have agreed to provide to you. We will collect the personal data about you in order to help us deliver the right service. The personal data we will collect includes:

- Name, address, telephone numbers and emails.
- Date of Birth, age

- Emergency contact details.

Our Examination board The London College of Music also collect data on ethnic origin when you enter for an exam. This data is not kept by The Music Tutor and processed only by LCM. Please see LCM's Privacy Policy <https://lcme.uwl.ac.uk/media/1484/lcme-privacy-notice-may-2018.pdf> for further information on how LCM collect, use and store personal data.

### **Shared data, how data is kept and how long for:**

We do not share personal data with any third parties apart from examination boards to enter you for an exam.

From time to time we need to assess the performance of our business. This is done using statistical analysis. For example, we might collect information about how many learners are under 18, or learning a specific instrument.

Your personal data is held in our data base on a secure computer accessed only by senior staff. We also keep a paper copy back up of your information to enable us to contact you in an emergency. This information is kept in a secure cabinet in a safe and secure area. Access to this information is strictly controlled., both on the computer and on paper.

Your personal data will only be stored for as long as is necessary, after which it will be destroyed and deleted.

### **Your rights:**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

### **Further information:**

If you wish to make a request or complaint about how we have handled your personal data

please contact:

Nichola Beat. Managing Director.

The Music Tutor Limited. 1 Wyvern House. Kesteven Street. Lincoln. LN5 7LH.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 1<sup>st</sup> May 2024

Signed: Nichola Beat.

Date: 01/05/2024