



## **Rachel Jennings Violin Tuition**

### **PRIVACY POLICY**

I am committed to protecting your privacy and to complying with current Data Protection/GDPR laws. I only collect personal information that is necessary and which enables me to deliver a high standard of service.

#### **Q: What is meant by 'personal information' in Data Protection?**

- Personal information includes identifiers such as: name, address, age, telephone number or email address.

#### **Q: How will my personal information be used?**

- To process your initial enquiry and contact you about professional matters while you are having lessons with me.
- To process your enquiry if you have contacted me and/or had lessons with me in the past.
- To deliver a high standard of service and to assist with any queries.
- For business accounting and tax purposes.
- For my own professional development.

#### **Q: How will my personal information be stored?**

- My business records are kept at a secure working location.
- Electronic data is held securely on a password-protected computer.
- Emails are held securely in a separate business account.

#### **Q: Who can access my personal information?**

- All information is processed by me, the business owner.
- Your personal information will NOT be disclosed to any third parties unless required by law or with your written consent.

#### **Q: What are my rights?**

You may:

- Request, in writing, details of the personal information that I hold on you.
- Request a copy of this information (please note that this service carries an administrative fee of £10.00).
- Request the removal of your personal information, or the correction of any errors.

Further details about your rights under data protection legislation can be found on the ICO website at <https://ico.org.uk/>.