



Personal data and privacy statement

I process personal data relating to clients and customers (pupils aged 18+ or parents of pupils), and to those who are interested in the services I provide.

I am committed to complying with all legal obligations in respect of data protection and privacy.

This statement sets out the principles I apply when processing personal data. This statement describes the types of personal data I collect. This statement also describes what I do with any data I collect, how I will keep it secure and the legal bases on which I rely for processing your data. This statement also informs you of your rights and how you can contact me.

1. About me

I am a self-employed peripatetic music teacher, working for and by myself under the name of 'Music Matters Linton'

I provide flute and piano lessons and work at Primary and Secondary schools, and sometimes privately (either from my home or visiting pupils' homes)

I am a Data Controller for the purposes of current data protection legislation.

My contact details are:

Emma Mason

Music Matters

07804 886114

musicmatterslinton@gmail.com

www.musicmatterslinton.co.uk

I am a Member of the Incorporated Society of Musicians: Liability Insurance Policy ENTCL/00676

(<http://musicdirectory.ism.org/People/Emma-Mason-34187/>)

2. What personal data do I collect from you?

Personal data is any information relating to an identifiable living individual. I only collect the personal data I need to be able to provide you with the services you have asked me to provide or tell you about.

Personal/contact information: this includes your name, contact address, email addresses, telephone numbers, your child/ren's names and child/ren's date of birth / photographic ID (the latter information is for purpose of exam entry only)

Digital information: details of your social media, should you engage with me through this

Correspondence: information relevant to your specific enquiries.

Other: any other information you choose to share with me.

3. When do I collect personal data?

I collect information about you when you enter into a contract with me (either directly or via a school application).

4. What is my lawful basis for processing your data?

I may only process personal data where I have a lawful basis to do so.

I may collect and process your personal data when:

- it is necessary for the performance of my contracts with you;
- it is necessary for the purposes of our legitimate interests as a business. In these cases, I will do so in a way which might reasonably be expected from my relationship with you, and which does not impact materially on your fundamental rights, freedom and interests.
- it is necessary for compliance with legal obligations.
- I have your consent to do so.

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5. How will I use your personal data?

I may process the information I collect about you:

- to perform any contract, I have agreed with you, or to respond to any enquiries you make in this connection before we enter into a contract. The lawful basis for this processing is performance of a contract with you (ie. to teach you/ your child);
- to respond to any other enquiries or complaints. I need the information you supply to enable me to respond.
- to protect my business from fraud and other illegal activities. This processing is necessary for my legitimate interests by ensuring the proper management of my business and financial risks.
- to provide you with information by email about other musical opportunities that may benefit you / your child's music education. You have the right to withdraw your consent at any time. Please let me know.
- to send you communications required by law or which are necessary to inform you about changes to the services I provide you, for example, updates to this Privacy Statement, and any information legally required which relates to any contracts between us. These service messages will not include any promotional content and do not require prior consent when sent by email. This processing is necessary for us to comply with our legal obligations. Communications may be sent directly or via www.mymusicstaff.com
- send emails with invoice pdf attachments, via www.mymusicstaff.com
- send large files (eg. videos) via third party links, for example www.wetransfer.com or onedrive.com

6. Who do I share your data with?

In some circumstances I share your data with the following, in order to fulfil my teaching role:

- The school where your child is taught
- Accountants/auditors – surnames and initials only. No emails or further personal data
- Music examination boards – information shared includes children's names, date of birth, parental email and scan on photographic ID (for Grade 6 and above)
- MyMusicStaff professional user account – email addresses are shared within a secure, password protected account
- Legal or other adviser (regulatory authorities, courts and government agencies) to enable me to enforce my legal rights, or where such disclosure may be permitted or required by law
- Third party sites: for example www.wetransfer.com, www.onedrive.com
- Examination boards, for example ABRSM, MTB and Trinity

7. How long will I keep your data?

I will only keep personal data for as long as is necessary to provide my services (ie. whilst teaching you / your child). I will keep names (surnames and initials) for as long as I reasonably need to with statutory or other legal requirement (for example Tax purposes).

8. Data security

I will take appropriate technical measures to protect the personal data I store. My computers, mobile devices and online resources are password protected.

9. Your rights

You may exercise your rights by contacting me using the details in Contact, below.

POLICY No.3

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- **Right to information and access**
You have the right to be informed about what personal data I collect about you, why, on what lawful basis and what your rights are. This Privacy Statement is the key document I use to inform you about this.
- **Right to withdraw consent**
If you wish to tell me that you are withdrawing your consent to contact you about educational and music events that will help you/ your child, please email me at musicmatterslinton@gmail.com

10. Complaints

If you are unhappy with the way I process your personal data, please contact me using the information provided below. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 or 01625 545 745

<https://ico.org.uk/global/contact-us/>

11. Contact

If you have any questions about this policy, or you wish to exercise any of your rights, please email me at musicmatterslinton@gmail.com; telephone me on 07804 886114 or via the school office where I teach your child.

12. Updates to this statement

I may change this privacy statement from time to time. I will post updates to this privacy statement on my website, and where appropriate, I may notify you by email. Please check my website to stay up to date. All policies are reviewed annually.