



PRIVACY STATEMENT

The General Data Protection Regulations (GDPR) came into force on 25th May 2018 and require that all businesses issue a privacy statement to all clients and contacts, regarding the data held about the individual.

1. Matthew Bawden is registered with the Information Commissioner's Office. Matthew Bawden is the "controller" of your data.

2. Data Held

2.1. I hold personal and contact information as well as information about each student's vocal education, eg progress, objectives, exam results and tracking against goals. I may also hold audio and video recordings of pupils' lessons or performances, if the appropriate consent has been granted. I only hold the data needed to provide the services you engage me to provide.

3. What I do with it

3.1. Contact information is used for scheduling, invoicing, record keeping and communicating my own services such as recitals and holiday initiatives.

3.2. Invoices, electronic receipts and card payments will be processed by external companies involved in my financial accounts. Contact details will be processed by external companies for scheduling online lessons. They are compliant with the GDPR.

3.3. Recordings of pupil's lessons will not routinely be made, although any lessons requested to be recorded will be held for a period of 30 days before deletion. If you would like a copy for study purposes please request one before this time period elapses. Recordings of performances will be retained indefinitely for archival purposes, unless a request for deletion is made.

3.4. Some information will be shared with examination boards if you wish to enter for exams.

3.5 No other data will be routinely shared unless there is a legal obligation to do so. If there is an exception to this, you will be asked for verbal or written consent depending on the context.

3.6. All reasonable steps are taken to ensure your data is processed and stored securely.

4. Individual Rights to the Data Held:

4.1. If you wish to change or delete the information I hold about you, or if you have any concerns about your data, please contact me directly.

4.2. You have additional rights regarding the data stored about you. You can read about them here: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>

5. Reporting a breach of rights or security

5.1. If you believe your data rights or security have been breached, please contact Matthew Bawden immediately.

Please sign and date below to acknowledge you have read and understood this statement.

Name of student:

Name of parent/guardian (if student is under

16):

Signature:.....

Date: