

**Personal data and privacy statement**

I process personal data relating to clients and customers, and to those who are interested in the services I provide.

I am committed to complying with my 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 may collect about you. This statement also describes what I do with any data I collect about you, how I will keep it secure and the legal bases on which I rely for processing my data. This statement also informs you of my rights and how you can contact me.

**1. About me:**

I am a self-employed peripatetic music teacher, working for myself and by myself under the name of 'Emma Cunnington – Bespoke Music Tuition'

I provide woodwind, music theory and GCSE music tuition privately (either from home or from a local music school)

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

My contact details are:

Emma Cunnington

Emma Cunnington – Bespoke Music Tuition

07763048915

emma-music-sheffield@outlook.com

emma-music.co.uk

**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 can include your name, contact address, email addresses, telephone numbers, your child/ren's names and child/ren's date of birth (the latter information is for the purpose of exam entry only).

**Payment information:** your bank details for billing purposes.

**Digital information:** IP addresses, and details of your interaction with my website and social media, should you engage with me through these channels.

**Correspondence:** information relevant to your specific enquiries.

**Other:** any other information you choose to provide to us.

**3. When do I collect personal data?**

I will collect information about you when you enter into a contract with us, and when you make enquiries about my services.

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

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

I may collect and process my personal data when:

- it is necessary for the **performance of contracts** with you;
- it is necessary for the purposes of my **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 my fundamental rights, freedom and interests.
- it is necessary for compliance with **legal obligations**;
- I have my **consent** to do so, for example in relation to marketing by electronic means.

Please see below for more detailed information about how I will use my data and on what basis.

If you have any concerns about my data processing please contact us: see **Contact**. Please also see **My rights**, below.

#### 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 I enter into a contract. The lawful basis for this processing is performance of a contract with you or because you have asked me to take specific steps before entering into a contract in respect of these activities and services (ie. To teach you/your child)
- to respond to any other enquiries or complaints. I need the information you supply to enable us 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 or text message. This processing is necessary for us to comply with my legal obligations.

#### 6. **Who do I share your data with?**

In some circumstances I may need to share my data with the following:

- My accountants/auditors – Surnames and initials only. No emails or further personal data.
- Examination boards
- 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.

#### 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 your/ your child), or for as long as I reasonably need to keep the information for the lawful business purposes or to comply with a 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 and mobile devices are password protected.

#### 9. **My rights**

You may exercise my rights by contacting us using the details in Contact, below.

- **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 my rights are. This Privacy Statement is the key document I use to inform you about this.

You also have a right to request access to the information that I hold about you, and to receive a copy of this information, along with other information which is generally contained in this Privacy Statement.

- **Right to withdraw consent**

If you have given us any specific consent to use my personal data, you have the right to withdraw it any time. If you wish to tell us that you are withdrawing my consent, please email me at [emma-music-sheffield@outlook.com](mailto:emma-music-sheffield@outlook.com).

## **10. Complaints**

If you are unhappy with the way I process my personal data, please contact us 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 my rights, please email us at [emma-music-sheffield@outlook.com](mailto:emma-music-sheffield@outlook.com), telephone us on 07763048915

## **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 post or email. Please check my website to stay up to date.