 **PRIVACY NOTICE**

**Important: Please read and retain**

**About Skylark Music School**

Skylark Music School is the independent music education business and private teaching practice of **Helen Williams** BA(Hons) PGCE.

Skylark Music School is registered with the **Information Commissioner’s Office** (referenced A8354379) to act as a controller of your personal information in full compliance with current **EU General Data Processing Regulations.**

This privacy notice explains how Skylark Music School lawfully uses your information and outlines your legal rights.

**How your information is collected**

Skylark Music School *Registration Forms* collect your name, date of birth, contact details and include a space for you to share relevant details of medical conditions or special educational needs should you feel it is helpful to do so. For students up to the age of 18, I also require parental contact information.

This information is supplemented as necessary by written communications (including via electronic means), financial interactions, recordings and feedback from third-parties (for example, comment sheets from exams or festival performances). I may also hold information about each student’s piano education – e.g. progress, objectives, exam results and tracking against goals.

Every reasonable effort is made to ensure that information processed by Skylark Music School, either in physical or electronic form, is safe and secure at all times.

I only hold the data needed to provide the services you engage me to provide.

**How your information is used**

Unless otherwise agreed, Skylark Music School only processes personal information in connection with its legal obligations and legitimate interests as a music education provider. This includes using information for:

* providing music tuition to individuals and groups
* organising showcase concerts and other events
* routine communication and emergency contact
* business planning, administration and accounting
* professional development and research
* promoting and improving Skylark Music School’s services

Care is taken to ensure your information is used:

* fairly, lawfully, transparently and for the reasons it was collected
* in its most accurate, up-to-date form

**How your information is shared**

Skylark Music School shares information with others where there is a legal obligation for doing so or where there is a legitimate interest in sharing information, such as:

* when entering students for exams, festivals or other performances
* providing references for students
* liasing with schools and other organisations

Depending on the context, you will be asked for either verbal or written consent.

Students are never identified or shown on Skylark Music School’s website, social media platforms, in marketing materials or elsewhere publicly without prior written consent.

Your information is never shared with third-party marketing organisations.

**Internet services**

Skylark Music School hosts one business website: [www.skylarkmusicschool.weebly.com](http://www.skylarkmusicschool.weebly.com) plus associated social media accounts.

In each case, services may collect information about users’ activity on the sites, for example, the number of users viewing each page. This is to monitor and report on the effectiveness of the sites and help Skylark Music School to improve them. No other use is made of this information by Skylark Music School.

**When your information changes**

Please inform Skylark Music School in writing immediately if any of the information you have previously provided changes or needs updating, or if you suspect Skylark Music School holds out-of-date information.

Skylark Music School will update all records at the first opportunity.

**How long your information is kept**

Skylark Music School does not retain any of your information once it is no longer needed for the reasons for which it was collected, unless it is needed in order to comply with a statutory or other legal requirement.

**Your rights under data protection law**

The law provides various rights for individuals. These include the right to be informed that your data is being processed as outlined in this Privacy Notice.

You have a right of access, to have your information corrected, updated or erased. Please contact me directly via email if you have any queries about your data or if you believe your data rights or security have been breached.

Further information about your rights is available from the Information Commissioner’s Office Website at [www.ico.org.uk](http://www.ico.org.uk)

**Changes to this policy**

This Privacy Notice may change from time to time. Where practical, and in the case of all current students of Skylark Music School, you will be provided with an updated Privacy Notice.

You can also visit the Skylark Music website at any time for the latest version.

**Please sign and date below and return to me as soon as possible to acknowledge you have read and understood this statement:**

**Name of student: ……………………………………………….**

**Name of parent/guardian (for students under 18): …………………………………………**

**Signature: ……………………………………………………….**

**Date: …………………………………**