



Privacy Notice

- *Your Personal Data*

Finchley Music School will be what is known as the 'Controller' of the personal data you provide to us. Our address is: Finchley Music School. c/o 79 Manor Road, Barnet, EN5 2LG. Finchley Music School is registered with the Information Commissioner's Office.

- *What we need*

Unless otherwise agreed with you, we will only collect basic personal data about our clients, students and associates. This information may include name, home address, email address, date of birth, bank details, education details and qualifications, employment history, any medical conditions or special educational needs data and ongoing academic records. We may also need to record, film and/or photograph clients, students and associates. We also hold information about students' musical education including lesson plans and observations, progress, objectives, exam results and reports.

- *Why we need it*

We process personal information to enable us to provide music tuition to students, including classes, exams, concerts, festivals and other associated activities, to maintain our own accounts and records and to support and manage our associate teachers. We will not collect any personal data from you that we do not need.

- *What we do with it*

Personal information is processed only in connection with the schools legal and contractual obligations, and legitimate interests as a music education provider. This includes using information for:

1. providing music tuition and professional mentoring;
2. providing references for students;
3. organising workshops, concerts, exams and other events;
4. routine communication and emergency contact;
5. business planning, administration and accounting (including debt collection);
6. professional development, research and writing;
7. promoting and improving Finchley Music School services.

Subject to applicable data protection law, Finchley Music School shares information with

1. our Associate Teacher(s),
2. sub contractors and other persons helping us provide services
3. Companies and other persons providing services to us, some of whom are outside the EEA
4. Our legal and professional advisors
5. Credit reference and debt collection agencies

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6. Courts, to comply with legal requirements and for the administration of justice

No other third parties will have access to your personal data unless there is a legal obligation for us to provide it.

Care is taken to ensure your information is used:

1. fairly, lawfully and transparently;
2. only for the reasons for which it was collected;
3. ensuring information collected is adequate, relevant and not excessive;
4. taking care to ensure your information is accurate and up to date.

- *How long we keep it*

We will generally keep your personal data for a minimum of 6 years, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. If you consent to marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information.

- *Your rights and responsibilities*

You have the right to request that your data is amended or deleted at any time. You also have the responsibility for ensuring the data we hold is accurate and current. In both cases, any queries should be directed to Chris McGinity at admin@finchleymusicschool.co.uk.

Finchley Music School will update all records at the first opportunity and within no longer than a month of receipt of notification.

More information about your rights can be found on the Information Commissioner's website at www.ico.org.uk.

- *Changes to this policy*

This privacy notice will be periodically reviewed and updated where necessary. Current students will be informed accordingly and the latest version will be available at www.finchleymusicschool.co.uk

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- What we would also like to do with it

We would like to send you information about our services, by telephone, email and SMS. Please note that if you consent to being sent our information via email then your data will be shared with the third party organisation MailChimp who will make contact on our behalf. If you agree to being contacted this way, please tick the relevant boxes:

Email Phone SMS

You can withdraw consent at any time by unsubscribing via the link on our emails.

On occasion, we may wish to use photographs taken during the course of our work to be used for promotional purposes. If you agree to the publication of photographs of the student, please tick the relevant boxes. Email Our websites Social med