



Hannah Mack Music Tuition

piano, flute & music theory lessons

Privacy Policy

WE ARE COMMITTED TO PROTECTING YOUR PRIVACY

HMMT collects the minimum amount of information about you that is commensurate with providing you with a satisfactory service.

INFORMATION COLLECTED

We may collect any or all of the information that you give us depending on the type of transaction you enter into, including your name, address, telephone number and email address, together with data about your use of our services.

HOW AND WHY WE USE YOUR PERSONAL DATA

To enrol a child in our lessons or register your interest in our service you need to provide some personal data:

- Your contact details
- Product preferences (for example instruments you would like your child to play)
- Your child's information (name, DOB, any relevant medical/educational notes)
 - ➡ we consider medical notes you provide to be Special Category Data, and our legal basis for storing this is to protect the vital interests of your child. For example, when your child is in our care, knowing about life-threatening allergies helps us to keep them safe.

To effectively deliver our service, we may also store a record of your:

- Communication history with us (e.g. copies of email, or notes about phone calls)
- Billing history
- Child's lesson attendance

RECORDING YOUR CHILD'S PERFORMANCES (VIDEO/PHOTO/AUDIO)

With your consent, we may film, photograph and record your child's musical performance as an optional part of the educational experience we deliver. Any images/recordings are published separately from your personal data, and you are able to take part in HMMT services without opting-in to the part of our product.

OUR LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

For active customers, our Legal Basis for collecting and processing your personal data is our Contract with you.

For prospective customers (e.g. if you join our waiting list) our Legal Basis is your intention to enter into a Contract with us.

For recording (video/photo/audio) our Legal Basis for processing this data is Consent.

HOW AND WHEN WE SHARE YOUR PERSONAL DATA

We may share details of your personal data such as a phone number or email address with your music teacher to ensure lessons run smoothly.

HOW LONG WE STORE YOUR DATA

In accordance with the General Data Protection Regulation (GDPR), personal data shall be kept for no longer than is necessary for the purposes for which it is being processed. This includes but is not limited to:

- duration of which a student is a pupil of HMMT
- duration of which an individual is a customer of HMMT

INFORMATION USE

We use the information collected primarily to deliver our services to you. Data collected in the UK is held in accordance with the General Data Protection Regulation (GDPR). All reasonable precautions are taken to prevent unauthorised access to this information.

DISCLOSING INFORMATION

We do not disclose any personal information obtained about you to third parties except when we need to do so in order to deliver our service to you, when required to do so by law, or with your consent.

KEEPING YOU INFORMED

We may use your information to keep in contact with you and inform you of developments associated with our business. You will be given the opportunity to remove yourself from any mailing list or similar device.

CHANGES TO THIS POLICY

Any changes to our Privacy Policy will be updated on our website and will supersede this version of our Policy. We will take reasonable steps to draw your attention to any changes in our Policy. (www.hanahmackmusic tuition.co.uk)

CONTACT US

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YOUR RIGHTS UNDER THE GDPR

You have qualified rights to access, rectify and erase your personal data, and to restrict or object to processing, and to make your data portable. You have the right to complain to a Supervisory Authority (e.g. The Information Commissioner's Office).

HOW TO RAISE A CONCERN ABOUT HOW YOUR DATA IS HANDLED

Please contact us with any concerns you have about how we are handling your data. For detailed guidance on how to raise a concern, and your rights to escalate concerns to the Information Commissioner's Office (ICO) please visit: <https://ico.org.uk/for-the-public/raising-concerns>