



NIMBLE FINGERS MUSIC STUDIO

GENEVIEVE FROST

PRIVACY POLICY

For the purposes of GDPR 2018, **Genevieve Frost** is the Data Controller of the **Personal Data** you provide. My address for correspondence is: 4 Tanners Mews, Willand, Devon, EX15 2TY.

DATA HELD FOR PRIVATE PIANO STUDENTS MAY INCLUDE:

- basic contact details including your name, address, email address, phone numbers, names of other family members at your address or those who bring your child to lessons and your child's date of birth
- information on your child's health, development and educational issues that you've shared with me
- lesson notes and plans
- details of payments you have made in cash, by cheque or online
- photos, audio recordings and videos of parts of lessons and performances

WHY IT IS NEEDED

- to contact you via email or text/phone regarding lesson dates and follow up notes regarding lessons
- to build an effective teaching relationship with you and your child
- to aid planning and home practice
- to celebrate and share achievements with you
- to recommend or invite you to concerts and events, or inform you of anything about music which I think may be of interest
- to manage the financial side of our business relationship

WHAT I DO WITH IT

- The personal data I hold about you and your child is processed by me alone
- Photos and videos may be shared with **you** by email/Whatsapp/Facebook Messenger or via links to private online storage (private Youtube channel, Google drive etc.)
- Lesson notes may be passed on to a subsequent music/piano teacher if requested, with your consent
- Photos may be used on my studio website

HOW LONG I KEEP IT

- I keep basic contact details (your name and email) for up to three years after our last correspondence
- I keep all correspondence (emails and texts etc.) for as long as I am teaching or am likely to be teaching your child, and for about a year after your child has stopped having lessons with me
- I keep lesson notes on paper for about a year after your child has stopped lessons with me, after which time I shred them
- I keep photos, recordings and videos for as long as they are useful within lessons
- I keep financial records for as long as required for tax purposes

If you require advice or clarification on any of the points addressed in this policy, please contact me via email at genevieve@nimblefingersmusic.co.uk.