

# GDPR POLICY



Notice April 2021

Personal Data

Erin Harte-Stovell is the 'Controller' of the personal data that you provide.

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

- **Why I need it** I process personal information to enable me to provide tuition to students, to maintain my own accounts and records and to support and manage my associates. I will not collect any personal data from you that I do not need.

- **What I do with it** All the personal data I hold about you will be processed by Erin Harte-Stovell in the UK. Some information may also be shared with the following third party organisations as needed:

- My Music Staff
- Accountant
- Bank
- Examination Boards and Music Festivals.

- **No other third parties** will have access to your personal data unless there is a legal obligation for me to provide it. I will take all reasonable steps to ensure that your personal data is processed securely.

- I 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.

- **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 I hold is accurate and current. In both cases, any queries should be directed to [erinsfiddles@gmail.com](mailto:erinsfiddles@gmail.com). More information about your rights can be found on the Information Commissioner's website at [www.ico.org.uk](http://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 <https://erinhartestovell.mymusicstaff.com>.