**PRIVACY POLICY**

**In very basic terms, I totally respect your personal information and will only ask you for the information I really need from you.  I will look after it in the same way I would want mine looking after - keeping it secure!  I will only share it with others where we need their help to deliver my service to you (such as entering your child for an agreed ABRSM music exam).  Be assured that I will never share your information in any other circumstances – nor will I sell it on elsewhere!**

Here are more details:

**Introduction**

Hannah Merrett takes your privacy very seriously.  This privacy policy has been prepared in line with the General Data Protection Regulation (GDPR), which promotes **fairness and transparency** for all individuals in respect of their personal data.  This privacy policy applies to all data I process, and by using Hannah Merrett as your music tutor you consent to our collection and use of such data.  I am registered with the **Information Commissioners Office**.

**1. The Data I collect**

As a data controller I collect a variety of data in order to deliver my services, and I will **manage your personal data transparently, fairly and securely**.   I may ask you to provide us with the following data:

- Full Name

- Your child(ren)'s names

- Your child(ren)’s date of birth

- Your address

- Your telephone number

- Your email address

I may also ask for your consent to **photograph and/or video your child**, for the purposes of education and also to share the work of our pupils online.

I use the above data to deliver our service to you, and to personalise the service you receive.  Images taken are, with your explicit consent, used for marketing purposes and for business development.

I collect this data on the following lawful basis, by gaining your **consent**.
When you visit my website I also collect Cookies. These are small pieces of data that websites send to a user's computer and are stored on the user's web browser. They are designed to enable the website to remember information, such as what a user might have put in a shopping cart for example. This helps me deliver my service to you, and aids with my marketing.

**2. Which third parties do I share Personal Data with?**

I share personal data with the following third parties:  **Google, Outlook, Paypal, My Music Staff, KnowHow Cloud, The Associated Board of the Royal Schools of Music, Banks, Direct Debit Companies**, and other external organisations running competitions, exams, masterclasses or performance opportunities which you and your child have consented to attend.  The above companies either do not transfer data outside of the European Economic Area, or transfer data outside of the European Economic Area to United States under the protection of EU/US Privacy Shield.

There are also certain situations in which I may share access to your personal data without your explicit consent; for example, if required by law, to protect the life of an individual, or to comply with any valid legal process, government request, rule or regulation.

**3. Why do I share your Personal Data with the above?**

I share your data in order to **deliver my service to you**, to assist with my marketing, to personalise your experience and to progress your child’s musical education through exams, performances and competitions.

**4. How do I keep your personal data secure?**

I keep your data secure by following internal policies of best practice, by using Secure Socket Layer (SSL) technology when information is submitted to me through my website, and by ensuring all paper copies of information are kept in a **secure, locked environment**. In the unlikely event of a criminal breach of my security I will inform the relevant regulatory body within 72 hours and, if your personal data were involved in the breach, I will also inform you.

**5. Changes to my privacy policy and control**

I may change this privacy policy from time to time.  When I do, I will let you know by changing the date on this policy, and notifying customers of any significant changes. By continuing to access or use my services after those changes become effective, you agree to be bound by the revised privacy policy.

**6. You have the following rights:**

- The right to be **informed** about the collection and use of your personal data

- The right of **access** to your personal data and any supplementary information

- The right to have any errors in your personal data rectified

- The right to have your personal data **erased**

- The right to **block or suppress** the processing of your personal data

- The right to **move**, copy or transfer your personal data from one IT environment to another

- The right to **object** to processing of your personal data in certain circumstances

- Rights related to automated decision-making (i.e. where no humans are involved) and profiling (i.e. where certain personal data is processed to evaluate an individual)

- The option to **manage** your data via email or telephone.

Whilst I do not hold personal data any longer than I need to, the duration will depend on your relationship with me, and whether it is ongoing.  I may keep some of your personal data for up to 7 years after our working contract with you has finished for Tax legislation purposes.  Some data may be archived indefinitely.