

Data Privacy Policy



Gasser Music Studio is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our teaching services or by visiting our website www.gassermusicstudio.com, then you can be assured that it will only be used in accordance with this privacy statement.

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the GDPR (General Data Protection Regulation) 2016/679, and other related legislation.

Data Protection Principles

Lawfulness, fairness and transparency	Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject
Purpose limitation	Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
Data minimisation	Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
Accuracy	Personal data shall be accurate and, where necessary, kept up to date

Storage limitation	Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
Integrity and confidentiality	Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
Accountability	The controller shall be responsible for, and be able to demonstrate compliance with the GDPR

General

The studio is committed to maintaining the above principles at all times. Therefore, the studio will:

- Inform individuals why the information is being collected when it is collected.
- Inform individuals when their information is shared, and why and with whom it was shared.
- Check the quality and the accuracy of the information it holds.
- Ensure that information is not retained for longer than necessary.
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely.
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Share information with others only when it is legally appropriate to do so.
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- Ensure our tutors are aware of and understand our policies and procedure

What we collect

We may collect the following information:

- Name, address, age of the student and/or legal guardians of pupils under 18.
- Contact information including email addresses and/or phone numbers.
- Pictures from concerts, lessons, and other events organised by Gasser Music Studio.
- Video recordings from concerts, lessons, and other events organised by Gasser Music Studio.
- Photocopies of ABRSM certificates and other similar assessments.
- Payment details
- Demographic information such as postcode, preferences and interests.
- Other information relevant to customer services and offers.

What we do with the information we gather

We require this information for the following reasons:

- Internal record keeping
- Invoicing
- Contract implementation
- Refunds
- Communication regarding lesson times changes, price changes, and other relevant information about the lessons.
- Marketing purposes such as posting pictures and performance videos (full or fragments) on our website, social media pages, and our own studio.
- We may periodically send emails about the studio's concerts, special offers or other information which we think you may find interesting using the email address which you have provided.

Storing data

We hold the above information for as long as the students are taking lessons at Gasser Music Studio. Pictures and videos of performances/classes/events, as well as copies of ABRSM certificates are stored until the students ask for them to be erased.

How we use cookies on our website

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Controlling your personal information

Gasser Music Studio will not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information about third parties which we think you may find interesting.

You may request details of personal information which we hold about you under the Data Protection Act 1998.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at gasser.musicstudio@yahoo.co.uk

Requesting access to your personal data

Under data protection legislation, students and parents have the right to request access to information about them that we hold. To make a request for your personal information, contact Greta Gasser at gasser.musicstudio@yahoo.co.uk.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Greta Gasser at gasser.musicstudio@yahoo.co.uk

Gasser Music Studio may change this policy from time to time. Please check www.gassermusicstudio.com for the most up to date Data Privacy Policy.

Effective from: 11th May 2018

Next revision: May 2020