

# SE22 Piano School Ltd.

## PRIVACY POLICY

The SE22 Piano School is committed to protecting your personal information. We are registered with the Information Commissioner's Office and we are reviewing all our policies to comply with the General Data Protection Regulation that comes into effect on 25 May 2018. Please read our policy below and return a signed copy to us when lessons resume on April 16th 2018.



### Privacy Policy: Your Personal Data

**SE22 Piano School Ltd** will be what is known as the 'Controller' of the personal data you provide to us. Our company registration is 09242886 and our address is: 85 Pellatt Road, East Dulwich, London SE22 9JD.

#### What we need

Unless otherwise agreed with you, we will only collect basic personal data about you and your child. This information includes your name, child's name and email address.

#### Why we need it

We need to know basic personal data in order to provide you with the services you have engaged us to provide, and to assert our right to be recompensed in return for these services as per the agreement we have with you. We will not collect any personal data from you that we do not need in order to provide and oversee the services we have agreed to provide you with.

#### What we do with it

All the personal data we hold about you will be processed by the SE22 Piano School team in the UK. The information is also shared with the following third-party organisations:

- Email campaign company (MailChimp)
- Accounting Software company

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

#### How long we keep it

We 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. If you consent to marketing, any information we use for

this purpose will be kept with us until you notify us that you no longer wish to receive this information.

**What we would also like to do with it**

We would like to send you information about our services by email. Please note that if you consent to being sent our information via email then your data will be shared with the third-party organisation MailChimp who will make contact on our behalf. If you agree to being contacted this way, please tick the box below:

I agree to receive to group emails from MailChimp.

**Consent for Photography & Filming**

We would like to ask your consent for recording filming and photographs to be taken and used for record keeping and celebrating success which may include the publication on the website or social media. If you agree to this please tick the box below. You may revoke the consent at any time by emailing [lorraine.liyanage@mac.com](mailto:lorraine.liyanage@mac.com).

I consent to use of photography & video of my child.

Parent/Guardian Name: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

2nd Email Address (optional) \_\_\_\_\_