

## Your Personal Information - Privacy Notice

### *About me*

My name is Jonathan Dalton, and I run a piano-teaching business called 'Piano Lessons with Jonathan'.

Under data protection law, I act as a 'controller' of your personal information.

This document explains how I process your personal information, and outlines your legal rights.

### *What is 'personal information' and 'processing'?*

- 'Personal information' is information that relates to someone who can be identified.
- 'Processing' has a wide definition and includes any collecting, storing, use, deleting or sharing of personal information.

### *What information is processed*

I initially ask for each student's name and, if lessons take place at the student's home, their home address, as well as any other relevant information. I also ask for contact details of either their parents/guardians (for students under 18) or the student themselves (for adult students). If you would like to be added to my waiting list, I ask for basic personal and contact information.

More generally, over time, I typically process a variety of personal information relevant to my role as piano teacher, such as emails we exchange, keeping lesson notes, or when receiving exam results. Graded exams also require the student's date of birth to enter.

I receive exam results and examiner's comments from the exam board.

I take reasonable steps to ensure that personal information is held securely.

### *Why your information is processed*

I process personal information:

- so I can deliver an effective piano teaching service;
- to maintain a waiting list;
- for marketing purposes (for instance, testimonials or references).

Under data protection law, these are known as **legitimate interests**.

I also process personal information to comply with my **legal obligation** to maintain records of the business for tax purposes, and to comply with any other legal obligation that arises.

I take care to process personal information reasonably, fairly and proportionally.

### *How your information is shared*

I typically share personal information:

- with music exam boards when entering students for exams;
- with organisations that allow students to perform, such as music festivals, when entering students for performances.
- If you are happy to give a testimonial, I will use this to market my business (for example, by posting the testimonial alongside your name on my website).
- If you agree to be a referee for me (thank you!), I will pass on personal information to potential new students so they can contact you to obtain a reference.
- I use Google for general business tasks such as emails, backing up my business files and phone contacts, keeping a calendar, and sharing files between us (for instance, using Google Drive to share a video recording we've made for an online exam entry). If you contact me via the contact form on my website, the website's host, WordPress.com, processes the form, including keeping a record of the message so I can access it.
- If you ask me to, I share limited bank details you provide me (usually name, account number and sort code) with my bank, typically so I can issue refunds. Like most modern banks, the bank then automatically stores this information to make future payments easier. Please let me know if you'd like me to request that the bank delete this information.

I also share personal information when legally obliged to do so.

Other circumstances may arise in the course of my role as a piano teacher where it is appropriate for me to share personal information, such as if I am asked to provide additional support (eg. a reference); or if there are concerns for someone's welfare, in which case I would share information with appropriate authorities.

In all cases, I only share personal information for the purposes outlined in the previous section ('Why your information is processed'). I do not share any information with third party marketing organisations.

Companies such as Google and WordPress.com, as well as banks, are responsible for ensuring that any personal information they process is handled in accordance with applicable data protection law. As these organisations operate worldwide, personal information may be transferred outside the UK, and it is the organisations' responsibility to ensure appropriate safeguards are in place.

#### *How long I keep it*

I only keep personal information for as long as necessary to fulfil the purposes outlined in this privacy notice.

On that basis, I periodically review my business and take reasonable steps to delete personal information that is no longer needed.

#### *Website*

My website is hosted by WordPress.com. As part of hosting, security and performance monitoring, WordPress.com may automatically collect technical information such as IP addresses, browser and device information, and the date and time of visits.

The website uses essential cookies to function properly. With your consent, analytics cookies are also used by services provided by WordPress.com and Google. These services may process information such as IP address, device and browser type, pages viewed, time spent on pages, referring website, and approximate location. This information is presented to me in an anonymised and aggregated form to help me understand and improve website usage.

As mentioned earlier, personal information processed by WordPress.com and Google may be transferred outside the UK, as these companies operate worldwide.

WordPress.com and Google are responsible for ensuring that any personal information they process is handled in accordance with applicable data protection law, including where international transfers take place.

#### *Your rights*

The law provides a number of rights for people whose personal information is processed. These include:

- the right to be informed that your personal information is being processed (which is the purpose of this document);
- the right to access your personal information;
- the right to have your information corrected, or completed if it is incomplete;
- the right to have your personal information deleted;
- the right to restrict the processing of your personal information, limiting how an organisation uses your information.

You also have the right to object to, and potentially stop, particular processing purposes.

These rights do not apply in all circumstances. For instance, where there is a legal obligation to process your information, you have no right to object, nor to have the information deleted.

A complete list of your rights, and further information about them, is available from the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk). This is the organisation that oversees and enforces data protection law.

If you would like to make a request, or have any questions or concerns about how I process your personal information, please contact me: my phone number is 07980 617253, and my email is [jonathan.windsor.piano@gmail.com](mailto:jonathan.windsor.piano@gmail.com). You also have the right to complain to the Information Commissioner's Office about how I or any other organisation processes your information. Their phone number is 0303 123 1113.

For the latest version of this privacy notice, please visit my website at <http://www.pianolessonswithjonathan.co.uk>, or contact me.

Thank you!