

# PRIVACY STATEMENT – CRISTINA SANTANA MUSIC

**1. Cristina Santana Music** is the business name that holds your data

## **2. Data Held:**

2.1. I hold personal contact information as well as information about each student's piano education, e.g. progress, objectives, exam results and tracking against goals. I only hold the data needed to offer you the services you engage me to provide.

If consent is given, I also hold photography and video data of each student.

## **3. What I do with it:**

3.1. Contact information is used for scheduling, invoicing, record keeping and communicating my services with my students.

3.2. Some information (including dates of birth) will be shared with examination boards if you wish to enter for exams.

3.3. Photography and video data is used for sharing with parent/ guardian to share student's progress, and also for marketing purposes on my website (cristinasantanamusic.com), social media pages and print publications (as long as prior consent has been given).

3.4. No other data will be shared unless there is a legal obligation to do so.

3.5. All reasonable steps are taken to ensure your data is processed and stored securely such as password protected digital means and cloud services (e.g. Google Drive/ One Drive).

## **4. How long your data is stored:**

4.1 Your data is stored for as long as you are a student with **Cristina Santana Music** and will be deleted if tuition is discontinued.

## **5. Individual Rights to the Data Held:**

5.1. If you wish to change or delete the information I hold about you, or if you have any concerns about your data, please contact me directly on **07980797492** or **cristina.santana.music@gmail.com**

5.2. You have additional rights regarding the data stored about you. You can read about them here: <https://ico.org.uk>

## **6. Reporting a breach of rights or security:**

6.1. If you believe your data rights or security have been breached, please contact me immediately.