



Barnwell Music

Privacy Statement Summary

The General Data Protection Regulations (GDPR) came in to force on 25th May. Included on the website (under *Resources*) is the full policy. Please read this summary, keep a copy for your records and return a signed copy to me at your earliest convenience.

About Barnwell Music

Barnwell Music is the independent and private music education business and creative outlet of **Maxine Ansell**, address **26 Bedford Road, Shefford, SG17 5DJ**. This privacy statement outlines your legal rights and how Barnwell Music lawfully uses your information.

Data that is held

Barnwell Music holds personal contact information, date of birth and medical information (where relevant) as well as information relevant to each student's music education, e.g. progress, objectives, tracking, reports, examination results. Barnwell Music only holds the data needed to provide the services you engage it to provide.

Recordings of lessons via CCTV are stored for a short time. No one has access to these recordings other than Barnwell Music.

How the data is used

Contact information is used for scheduling, invoicing, record keeping, and communicating news that may be relevant to the student's lessons and opportunities available to them (e.g. recitals etc).

Invoices and record keeping will be carried out by external companies involved in Barnwell Music's financial accounts. They are compliant with GDPR.

Some information will be shared with ABRSM if you wish to enter exams. No other data will be shared, unless there is a legal obligation to do so.

All reasonable steps are taken to ensure that your data is processed and stored appropriately and securely.

Your Rights

If you wish to change or delete information Barnwell Music holds about you, or if you have any concerns, please contact us directly.

Reporting a breach of rights or security

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

For a full version of Barnwell Music's privacy statement, please visit www.barnwellmusic.co.uk/privacy-policy

Please sign and date below to acknowledge you have read and understood this statement.

Name of student:

Name of parent/guardian (if student is under 18):

Signature:

Date: