



Julie's Music School

PRIVACY POLICY

I am committed to keeping your information safe. This policy aims for transparency in what I do with your data. If you would like me to edit/delete any of your data that is held on my database, or have any questions about this, please email us on info@juliesmusicschool.org.

1. What and whose data do we hold?

In order to administer classes, I ask the following details from those who wish to book classes for Julie's Music School:

- Parent's name
- Parent's email address
- Parent's phone number
- Child's name
- Child's date of birth

Extra information given to me regarding the student's situation may also be recorded if thought necessary for me to know.

2. What I do with your data?

In order to administer classes, I hold two databases: a 'Waiting List' and a 'Main Database'.

2.1. Waiting List:

I ask for the details listed above (the minimum information I need for the waiting list is child's name, date of birth and contact email). I send from this database up to 6 emails each year to let you know about new classes and open

days. If you do not join a class, and do not unsubscribe from our emails, your information will be deleted when your child becomes 8 years old.

2.2. Main Database

When children join a class, they are added to the main database along with the information listed above. The child's details will then be deleted from the waiting list.

Main database files are kept for 10 years, after which I keep just the names of each child for statistical purposes, deleting all other information. Families are welcome to be anonymised on request. When you leave, you may keep in touch with me at Julie's Music School through my website juliesmusicschool.com.

3. Contacting you

Your details will be used to contact you in order to administer classes, concerts and other activities directly related to Julie's Music School. I send occasional newsletters and other information for your interest.

This is usually done by email, but on occasion I may need to contact you by phone or mail to your postal address.

When communicating by email, I 'bcc' emails to the wider school and to the class your child is in.

4. Who has access to your data?

In order to administer courses, only I need access to your data. I do not share your data with anyone else.