

Kirklees Guitar School



General Data Protection Regulations (GDPR)

This document tells you what personal information we hold and why, and what your rights are under the General Data Protection Regulations. Once you have read it please complete and sign the declaration of consent at the bottom.

KGS primary contact	James Kuhnel - Studio Manager
Contact details	07702843466
Email address	kirkleesguitarschool@gmail.com
Address	Available on request
Data Controller contact details	As above

Why do we collect student data?

We hold our students' data to provide you with the best service, support and advice. Retaining your details is essential for lesson reminders, invoicing & emergency contact details should we need them.

What information we hold and what we do with it

In order to deliver our lessons we ask for, and keep, essential information on file. This includes:

- Contact telephone number (mobile)
- Email address
- Lesson details and related notes

Kirklees Guitar School will **NOT** share information with anyone (other than members of our faculty, or as required for legal process) without explaining why it is necessary, and getting your explicit consent.

We will keep your information for 7 years or until aged 18 for a child under this age, in line with the lawful basis listed above.

Protecting your personal data

Kirklees Guitar School is committed to ensuring that your personal data is secure. In order to prevent unauthorized access or disclosure, we have put in place the appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

We will contact you using the contact preferences you have given us.

Your rights

GDPR gives you the following rights:

- The right to be informed
To know how your information will be held and used (this notice)
- The right of access
To see our records of your personal information, so you know what is held about and can verify it
- The right to rectification

- The right to tell us to make changes to your personal information if it is incorrect or incomplete
- The right to erasure (also known as the right to be forgotten)
For you to request to erase any information that we hold about you
- The right to restrict processing of personal data
You have the right to request limits on how we use your information
- The right to data portability
Under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems
- The right to object
To be able to tell us that you don't want us to use certain parts of your information, or only to use it for certain purposes.
- Rights in relation to automated decision making and profiling
- The right to log a complaint with the Information Commissioner's Office (ICO)
To be able to complain to the ICO if you feel your details are not correct, if they are not being used in a way that you have given your permission for, or if they are being stored when they don't have to be.

Full details of your rights can be found at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

If you wish to exercise any of these rights, please email us at the address on the first page of this document. If you are dissatisfied with the response you can complain to the Information Commissioners Office; their contact details are www.ico.org.uk

Kirklees Guitar School Rights

Please note:

- If you don't agree with Kirklees Guitar School keeping records of information about you and your lessons, or if you don't allow us to use them in the way we need to for your lessons we might not be able to teach you.
- The school can move its records between computers or IT systems, as long as your details are protected from being seen by others without your permission.
- The School has to keep your records of lessons for a certain period as described above, which may mean that even if you ask for your details to be erased, we might need to keep these details until after the period has passed.

Declaration

I have read this document and understand that Kirklees Guitar School will hold and use my personal information using it in order to provide me with the best possible service and advice in line with the statements above.

I have received a copy of this document

Name:

Signature:

Date: