

Kevin Ackford

(Composer/Arranger, Conductor, Brass & Percussion Tutor)

11 Clifden Terrace, Cardell Road, Bodmin, Cornwall. PL31 2NH.

Telephone: 07866 510 297

Email: kevackfordmusic@gmail.com

Web Site: <https://kevinackford.uk/>

Kevin Ackford – Privacy Notice – April 2020

As a self-employed music teacher, I (Kevin Ackford) am committed to protecting and respecting your privacy.

I may from time to time update this policy and you will be notified immediately of any changes made.

1) Information Gathered

On completion of your Lessons Registration Form the following information is gathered so that I can provide you with a service:

Name of Pupil

Name of Parent or Carer (if the pupil is under the age of 18 years)

Home address (including postcode)

Home telephone number (including area code)

Mobile phone number

Email address

Other information gathered that does not appear on the Lessons Registration Form:

Date of Birth of pupil if the pupil qualifies for subsidised lessons (*please refer to 5. Who is your data shared with?*)

2) Online Tuition

All online lessons are recorded both for safeguarding reasons as well as lesson planning. Each lesson is stored in a secure folder on my computer and will not be shared or used for any other purpose than the reasons given above. No-one will have access at any time to the recorded lessons other than myself.

3) How is your Information used?

Your information is used solely for the purposes of the day to day running of my business without this information I would not be able to provide a service to you.

4) Who will control my data?

The data controller for all the information that you provide is:

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5) Who is your data shared with?

Your data is only shared if requested with a qualified, registered accountant or the HM Revenue & Customs if they require copies of invoices for taxation purposes.

If a pupil is eligible for subsidised lessons Cornwall Music Education Hub (CMEH) require that I provide the date of birth of the eligible pupil so that they can check against their records to ensure that their criteria is met, they also request a copy of my register for that pupil.

Their contact details are:

Cornwall Music Education Hub, Cornwall Council, New County Hall, Truro, TR1 3AY. Telephone: 01872 327351

Your personal data is “not” used or shared with anyone for marketing or any other purpose.

6) Will I share information without consent or knowledge?

In the following circumstances, the law allows information to be shared without your consent or knowledge:

7.1 To aid in the prevention and/or the detection of crime.

7.2 If your behaviour constitutes a serious risk of harm to others, including any changes to whom you may have access.

7) What happens when your contract ends

When lessons cease, and the contract is terminated all personal data is deleted from my computer and the original paper copy of your Lessons Registration Form is shredded.

However, all invoices containing your name and address are kept for a period of 5 years after the 31st January submission deadline of the relevant tax year.

This is a legal requirement by the HM Revenue & Customs and any invoices kept will not be shared with anyone other than a qualified, registered accountant or the HM Revenue & Customs if they are requested for taxation purposes.

After the 5 years have elapsed all invoices relevant to that period are deleted from my system.

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8) There's something I don't understand

If you need help in understanding anything on this policy, please contact myself either on: 07866 510 297 or kevackfordmusic@gmail.com

9) What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how I will process it
- request a copy of what I hold about you and in commonly used electronic format if you wish (if you provided this to me electronically for automated processing, I will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where I do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish me to process
- restrict how I process it
- object to me using it for marketing or research purposes
- object to me using it in relation to a legal task or in the exercise of an official authority

10) How do I exercise these rights?

If you would like to access any of the information that I hold about you or have any concerns regarding the way that I process your information, please contact me:

Kevin Ackford, 11 Greendale View, Robartes Road, St. Dennis, St. Austell. Cornwall. PL26 8DS.

Telephone: 07866 510 297

Email: kevackfordmusic@gmail.com

Thank you,

