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**GDPR POLICY**

Notice May 2021

Personal Data

Kate Hogg is the ‘Controller” of the personal data that you provide.

**What I need**

Unless otherwise agreed with you, I will only collect basic personal data about my clients, students and associates. This information may include your name, home address, e-mail address, date of birth, bank details, education details, qualifications, employment history, any medical conditions or special educational needs data and ongoing academic records.

I may also need to record, film/ or photograph clients, students and associates. I also hold information about students’ musical education including lesson plans, observations, progress, objectives, exam results and reports.

**Why I need it**

I process personal information to enable me to provide tuition to students, to maintain my own accounts and records and to support and manage my associates. I will not collect any personal data from you that I do not need.

**What I do with it.**

All personal data that I hold about you will be processed by Kate Hogg in the UK. Some information may also be shared with the following third party organisations as needed:

My Music Staff

Accountant

Bank

Examinations Boards and Music Festivals

No other third parties will have access to your personal data unless there is an obligation for me to provide it. I will take all reasonable steps to ensure that your personal data is processed securely.

I will generally keep your personal data for a minimum of 6 years, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained.

**Your rights and responsibilities.**

You have the right to request that your data is amended or deleted at any time. You also have the responsibility for ensuring the data I hold is accurate and current. In both cases, any queries should be directed to [katehoggmusic@gmail.com](mailto:katehoggmusic@gmail.com). More information about your rights can be found on the Information Commissioner’s website at [www.ico.org.uk](http://www.ico.org.uk).

**Changes to this policy**

This privacy notice will be periodically reviewed and updates where necessary. Current students will be informed accordingly and the latest version will be available at <https://katehoggmusic@mymusicstaff.com>