

# Dan Jones Guitar School Privacy Policy

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The general Data Protection Regulations (GDPR) comes into force on 25th May 2018 and it requires that all businesses issue a privacy statement to all clients and contacts, regarding the data held about the individual

**1)** The Dan Jones Guitar School is co owned by Daniel Jones and Corrina Jones ('we' in this document refers to Daniel and Corrina Jones only as a registered partnership).

## Data held

**2)** We only hold personal contact information which have been provided by students/ parents/ business contacts have provided to us.

## What we do with your data.

**3)** Contact information is held for rescheduling; register keeping and communicating information relevant to lessons and queries you have raised.

**3.1)** Our accountant has no access to your details other than the name of the person on the standing order showing on our bank statement, and the amount and date they pay. They are also compliant with GDPR.

**3.2)** Some information will be shared will the examination board if you wish to take exams always with your permission.

**3.4)** No data will be shared unless there is a legal obligation to do so.

**3.5)** All reasonable steps are taken to protect your data, all documents/ records are password protected; thumbprint protected or locked in a filing cabinet.

**3.6)** We do not sell your data or use it for digital marketing.

**3.7)** We do not have your bank details as we only use Standing Orders.

## Individual rights to data held.

**4)** If you wish to change or delete the information we hold about you or if you have any concerns about the data held please contact us directly.

## Reporting a breach of rights or security.

**5)** If you believe your data or security has been breached please contact Dan Jones guitar school immediately.

**5.1)** You have the additional rights regarding the data stored about you.  
You can read them on the ICO website. Information Commissioners Office

Please sign and date below to knowledge you have read and understand this statement

Name of student.....

Name of parent/guardian (if student is under 16).....

Signature.....

Date.....

Parents/ students will receive this document shortly. Please reply with a agree/ disagree so we can store your reply and this will mean we have complied. If you prefer a hard copy they are available at The Dan Jones Guitar School Studio based upon Stafford Park Telford.