



# DATA PRIVACY NOTICE

Helen Sanderson White (Little Eliza Music)

## 1. Personal data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (GDPR) 2018, building on the Data Protection Act 1998.

## 2. Data Controller

Helen Sanderson White is the data controller (contact details below), and decides how your personal data is processed and for what purposes.

## 3. How do I process your personal data?

Helen Sanderson White complies with the obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

I use your personal data for the following purposes:

- To organise and book music lessons
- To inform you of news, new music products, artwork, books and blogs and workshops
- To maintain my own accounts and records

## 4. What is the legal basis for processing your personal data?

Your explicit consent so that I can keep you informed about services, events, activities and news.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with other third parties such as external exam boards and academic institutions at your request.

Your data will not be shared with third parties outside of the activities of Little Eliza Music and Helen Sanderson White except with your explicit consent.

## **6. How long do I keep your personal data?**

I keep data while it is still current; financial paperwork for up to 7 years after the tax year to which they relate; and exam results, audition, college and university applications/ references for up to 7 years after the year that they relate to.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Helen Sanderson White holds about you;
- The right to request that Helen Sanderson White corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Helen Sanderson White to retain such data;
- The right to withdraw your consent to the processing at any time .
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If I wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then I will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, I will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please contact the Helen Sanderson White ([helensandersonwhite@btinternet.com](mailto:helensandersonwhite@btinternet.com) or 07734 477287).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.