

## **PRIVACY NOTICE – DoReMi Piano and Singing**

### **Your Personal Data**

Helen Russell will be known as the ‘Controller’ of the personal data you provide. The Controller’s address is: 15 Mabbs Close, Worcester WR4 0SY. The Controller's ICO Registration Number is ZA344563.

### **What we need**

We will collect personal data about you. This information includes your name, email address and mobile phone number. It also includes audio and visual recordings of classes, lessons and events.

### **Why we need it**

We need to know personal data in order to provide you with the services you have engaged us to provide, and to assert our right to be recompensed in return for these services as per the agreement we have with you. We will not collect any personal data from you that we do not need in order to provide and oversee the services we have agreed to provide you with.

### **Media**

We will capture a variety of media such as photographs, audio clips and video clips to assist the learning process, to celebrate successes and to publicise our activities

### **What we do with it**

All the personal data we hold about you will be processed by the Controller in the UK. The information is also shared with the following third-party organisations:

- Email provider – Gmail and Namesco Webmail
- Email campaign company - Mailchimp
- Cloud Storage – Google Suite, Dropbox, Evernote, Microsoft, Slack
- Web Hosting company - Namesco
- Accounting Software company – Waveapps, Xero, Quickbooks
- Video Conferencing – Zoom, Google Meet
- Video Sharing Websites – Vimeo, YouTube
- Social Media – Facebook, Twitter, Slack
- Professional development providers – BKA, CPT, TCL

We will take all reasonable steps to ensure that your data is processed securely.

### **How long we keep it**

We will generally keep your 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. If you consent to media release, name release or marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information.

*Last updated 18/05/2020*