

Privacy Policy

This privacy policy explains the use of personal information provided by clients of **Wai Sum Chong**, freelance pianist and piano teacher.

Mrs Wai Sum Smyth is the registered data controller for all musical services provided by Wai Sum Chong (Information Commissioner's Office registration number ZA365663). These include private music tuition, Rhythm Circle classes, piano accompaniment and general musical services.

Collection and usage of information

Clients' Personal information is obtained in the first instance via a Registration Form, and subsequently via regular communications with clients.

Wai Sum Chong uses personal information provided by clients :

- for the administration, communication, and provision of contracted music services
- to promote musical services

This information may include:

- personal details
- family and lifestyle circumstances
- bank details
- education details and any special educational needs
- physical or mental health details

Care is taken to ensure that any information used is relevant, accurate and up-to-date, securely stored and used only with clients' consent

Marketing

Wai Sum Chong would like to send you information about classes/services which might be of interest to you. This will be done by text message, email or social media. If you agree to being contacted in this way, please tick the relevant boxes:

- Text message
- Social media /eg. Facebook
- Email

If you have consented to receive promotional material, you may opt out at a later date. You have a right at any time to stop receiving promotional material from Wai Sum Chong. If you do not wish to be contacted for promotional purposes, please tick this box

Who the information may be shared with

Where there is a need or legal obligation to do so, clients' personal information may be shared with:

- banks
- government organisations eg.HMRC
- other relevant educational organisations eg, pupils' schools, examining bodies eg. the Associated Boards of the Royal Schools of Music

Your rights

Usage of information provided by clients of Wai Sum Chong is compliant with all aspects of the Data Protection Act (DPA). Clients may request :

- to view their personal information held by Wai Sum Chong
- to have their information corrected or deleted
- to withdraw consent given for usage of their information

More information about your rights can be found on the Information Commissioner's website at www.ico.org.uk.

This privacy policy is regularly reviewed and you will be notified about any changes.

Contact details

Phone number: 07890973173
email : scry@rocketmail.com or rhythmcircle@yahoo.com
Address: 204 Penns Lane, Sutton Coldfield,
Birmingham B76 1JT

Your declaration

I give consent for Wai Sum Chong to collect, hold and use personal information to administer the provision of music services for myself/my child.

Signature: _____

Name: _____ Date: _____