

Michelle Krawiec

BA(Hons), PGCE(QTS), DipABRSM

4 Dorcas Avenue, Stoke Gifford, Bristol BS34 8XG

07813210766

info@michellekrawiec.co.uk

Privacy Policy

What we need

Unless otherwise agreed with you, we will only collect basic personal data about our students and other interested parties. This information may include name, home address, contact phone numbers, email address, date of birth, medical conditions or special educational needs data and bank details. We also hold information about students' musical education including lesson plans and observations, attendance, progress, objectives, exam results and reports. For students up to the age of 18, daytime school and parental contact information are also requested. We may also record, film and/or photograph students and other interested parties which may be used for promotional purposes.

Why we need it

We process personal information to enable us to provide tuition to students, to promote our services, and to maintain our own accounts and records. We will not collect any personal data from you that we do not need.

What we do with it

All the personal data we hold about you will be processed by us in the UK. Some information may be passed to the following third-party organisations as needed:

- Accountant
- HMRC
- Bank
- Email campaign company
- Examination board
- School
- British Suzuki Institute
- Incorporated Society of Musicians
- providing references for students, where this request originates from the student

No other third parties will have access to your personal data unless there is a legal obligation for us to provide it. We will take all reasonable steps to ensure that your personal data is processed securely.

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How long we keep it

We 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. If you consent to 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.

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 we hold is accurate and current. In both cases, any queries should be directed to Michelle Krawiec (info@michellekrawiec.co.uk). Where information is required in connection with Michelle Krawiec's legal obligations however, you have no right to object, nor to erasure. More information about your rights can be found on the Information Commissioner's website at www.ico.org.uk.

Internet Services

Michelle Krawiec owns the website www.michellekrawiec.co.uk and has associated social media accounts.

These services collect anonymous information about users' activity on the sites, for example the number of users viewing each page. This is to monitor and report on the effectiveness of the sites and help us improve them. Additionally, where you have an account on www.michellekrawiec.co.uk, additional cookies are used to ensure the security of your information that is held on the website (see What we need). You can disable cookies by referring to the help files for your web browser but note this will limit the access you have to the website. No other use is made of this information by Michelle Krawiec.

If you wish to interact with Michelle Krawiec via social media, you may need to register with one or more social media companies first. Each of these platforms have their own privacy and data policies which you are advised to consult.

Changes to this policy

This Privacy Policy will be periodically reviewed and updated where necessary and the latest version will be available at www.michellekrawiec.co.uk.