

Your Personal Data

Loughborough Studios will be what is known as the ‘Controller’ of the personal data you provide to us. Our address is: Unit C3, Cumberland Trading Estate, Loughborough, LE11 5DF. Loughborough Studios is registered with the Information Commissioner’s Office.

What we need

Unless otherwise agreed with you, we will only collect basic personal data about our students (clients) and teachers. This information may include name, phone numbers, email addresses and any medical conditions or special educational needs data. We may also hold information about students’ musical education including lesson plans and observations, progress, objectives, exam results and reports. We may also photograph students for marketing/media purposes. We will hold background information on teachers.

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. We process teacher’s background information to recruit teachers and provide students with basic information on their teachers.

What we do with it

All the personal data we hold about students and teachers will be processed by Loughborough Studios and the teachers at Loughborough Studios (in the UK). Some student information may also be shared with examination boards. Some basic teacher information may be shared with the teacher’s students. 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. We do not use your information for direct marketing purposes.

How long we keep it

We will generally keep your personal data for the period you are a student/teacher at Loughborough Studios, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. Photographs and related information will generally be kept by us until you notify us that you no longer wish us to keep 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 us via our web site www.loughboroughstudios.co.uk. If you believe your data rights or security have been breached, please contact us immediately. More information about your rights can be found on the Information Commissioner’s website at www.ico.org.uk.

Changes to this policy

This privacy notice will be periodically reviewed and updated where necessary. Current students will be informed accordingly and the latest version will be available at www.loughboroughstudios.co.uk.