



Thirst Music School Ltd. (Company No: 56220)
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St Peter Port
Guernsey
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PRIVACY NOTICE

This Privacy Notice explains what to expect when Thirst Music School collects and uses your personal information. Please read it carefully – it is also available on our website.

Our promise

Thirst Music School is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with The Data Protection (Bailiwick of Guernsey) Law, 2001. This law will be updated in May 2018 (The Data Protection (Bailiwick of Guernsey) Law, 2017) to strengthen your rights and give you control over the personal information that organisations hold about you.

How we collect personal information

We collect personal data from you when you or your child makes the decision to begin music lessons, when you wish to purchase a gift voucher or when you or your child attends or participates in one of our annual events such as Battle of the School Bands or Arts Sunday. In addition, we may use Guernsey Post's postcode finder to check the accuracy of the address we hold.

The personal information we collect

- The name of the student
- The name of the student's parent (if the student is under 18 years old)
- Contact details including postal address, postcode, email address and telephone number
- When registering for our children's groups, we also ask for information relating to special needs or medical conditions
- When a student has requested to sit an examination, we will ask for their date of birth (a requirement of RSL Awards)

Sensitive Personal Data

The Data Protection Act recognises some information as 'sensitive personal data'. This includes, but is not limited to, information which reveals your religious beliefs, health issues, race or ethnic origin.

Thirst Music School will always treat any sensitive personal data we process with the greatest care and process the information in accordance with the Data Protection Act.

Why we collect your personal information

We collect your personal information:

- For the administration of organising and arranging music lessons and/or events relating to the business of Thirst Music School
- We will send you invoices, newsletters and other information relating to Thirst Music School
- We will contact you should the rescheduling of lessons be necessary

Who we share your information with

We will share your information with the member of staff who is teaching you or your child. This is to enable them to contact you should a lesson be cancelled or rescheduling be necessary.

If you or your child has authorised us to make an entry for a music examination, only yours/your child's name and date of birth will be submitted to the awarding body to enable us to make the entry.

We will never pass your information on to a third party without your prior consent.

How long we keep your data

We will keep your personal information for as long as you or your child are a student at Thirst Music School. Once you no longer have an association with us, we will securely destroy your data.

Your information rights and choices

The Data Protection Act (DPA) gives you the right:

- To request in writing and securely obtain copies of the personal information Thirst Music School holds about you.
- To correct or update your personal information processed by Thirst Music School.
- To request Thirst Music School to stop using your personal information for marketing purposes or for any other purpose where there is no legal requirement for continued processing.

Reporting concerns

Please contact our Data Controller, Mrs Lorraine Mahy, if you wish to raise a concern about Thirst Music School's handling of your personal information:

Thirst Music School Ltd
The Aviaries Business Centre
Collings Road
St Peter Port
GY1 1FL