

# PRIVACY POLICY

## Taunton Piano Lessons

*Last updated: January 2026*

Taunton Piano Lessons is committed to protecting your privacy and handling personal data responsibly and transparently, in accordance with the UK General Data Protection Regulation (UK GDPR).

This Privacy Policy explains how personal information is collected, used, and stored when you interact with our services.

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## 1. Who We Are

Taunton Piano Lessons provides private music tuition, both online and in person, across a range of instruments.

For data protection purposes, Taunton Piano Lessons is the **Data Controller**.

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## 2. Information We Collect

We may collect and store the following information:

- Student or parent/guardian name
- Email address and phone number
- Student age (where relevant)
- Instrument and lesson preferences
- Lesson attendance records
- Payment and invoicing information
- Any information voluntarily shared that is relevant to learning or safeguarding

We only collect information that is necessary to provide our services.

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### 3. How We Use Your Information

Personal data is used to:

- Respond to enquiries
- Arrange and manage lessons
- Communicate about scheduling, payments, and policies
- Issue invoices and manage accounts
- Fulfil safeguarding and legal obligations

We do not sell or use personal data for third-party marketing.

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### 4. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Contract** – to provide tuition services
  - **Legitimate interests** – for administration and communication
  - **Legal obligation** – accounting and safeguarding
  - **Consent** – where explicitly provided
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### 5. Data Sharing

Personal data may be shared only where necessary:

- With assigned tutors (limited to relevant lesson information)

- With accounting or payment service providers
- Where required by law or safeguarding responsibilities

All third parties are expected to handle data securely.

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## **6. Data Storage & Retention**

- Data is stored securely using password-protected systems
  - Access is limited to authorised individuals
  - Data is retained only as long as necessary for legal and operational purposes
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## **7. Your Rights**

Under UK GDPR, you have the right to:

- Access your personal data
- Request corrections
- Request deletion where applicable
- Object to or restrict processing

Requests can be made via the contact details on our website.

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## **8. Contact**

If you have any questions about this policy or your data, please contact Taunton Piano Lessons using the details on our website.

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