

Booking Form



Please return completed booking form and privacy policy together with payment to: Rhythm Circle, 204 Penns Lane, Sutton Coldfield, B76 1JT

First Name : _____

Gender: _____

Surname : _____

Date of Birth : _____

Name of Parent/ Guardian: _____

Address : _____

Phone number : _____

Email address : _____

Please tick all the sessions which you would like to attend:

Juniors: First Steps

Monday 29th October 2018

Tuesday 30th October 2018

Wednesday 31st October 2018

Seniors: Musical Excellence

Thursday 1st November 2018

Friday 2nd October 2018

Fees

Each session is £45.00. 10% discount on fees available if all 3 sessions of each course is booked. Fees due in full 2 weeks before the start of the course. Places on the course are given on a first-come-first-served basis and bookings will only be confirmed upon receipt of fees. Cancellation policy: 4 weeks before the course – full refund, 2-4 weeks before the course – 50% refund, 0-2 weeks before the course – no refund. Payment by cheque to **Wai Sum Chong** or bank transfer to:

Sort Code: 401107

Account No: 11601954

Please list previous musical experiences (eg. music lessons as school, music club, formal instrumental lessons, exams taken):

Please list any medical conditions/ allergies which we need to be aware of:

There will be 2 short breaks and a lunch break during the day. Please provide your child with suitable food and drinks.

Photos of participants and classes are routinely taken for publicity purposes. Please tick here if you do not wish for any photographs of your child to be used in our publicity material

Signature of Parent / Guardian: _____

Date: _____

Privacy Policy

This privacy policy explains the use of personal information provided by clients of **Rhythm Circle**. Mrs Wai Sum Smyth is the registered data controller (Information Commissioner's Office registration number ZA365663) for all musical services provided by Rhythm Circle and its operator Wai Sum Chong

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.

Rhythm Circle 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

Rhythm Circle 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 Rhythm Circle. 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:

- staff and teachers of Rhythm Circle classes
- 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 Rhythm Circle is compliant with all aspects of the Data Protection Act (DPA). Clients may request :

- to view their personal information held by Rhythm Circle
- 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. Date of last review: 23 May 2018.

Contact details

Phone number: 07890973173
email : rhythmcircle@yahoo.co.uk
Address: Rhythm Circle, 204 Penns Lane, Sutton Coldfield, Birmingham B76 1JT

Your declaration

I give consent for Rhythm Circle to collect, hold and use personal information to administer the provision of music services for my child.

Signature: _____

Name: _____ Date: _____