

# 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

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 .

## 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 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](http://www.ico.org.uk).

This privacy policy is regularly reviewed and you will be notified about any changes.

Last reviewed: 13 August 2019.

## Contact details

Rhythm Circle  
204 Penns Lane  
Sutton Coldfield  
Birmingham B76 1JT

Phone number: 07890973173

email: [rhythmcircle@yahoo.com](mailto:rhythmcircle@yahoo.com)