

The Singing Teacher South West Privacy Policy

My contact details

Name: Ms E A Dunn-Sims

Address: 25 Slade Road, Portishead BS20 6BW

Phone Number: 07975 633248

E-mail: el.dunnsims@btinternet.com

The type of personal information I collect

I currently collect and process the following information:

- identifiers, contacts and characteristics (for example, name and contact details)

How I get the personal information and why I have it

The personal information I process is provided to me directly by you for the following reason:

- enquiry about my services

I will use the information that you have given me in order to:

- contact you

I will not share this information with any person or organisation without first seeking your permission.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting el.dunnsims@btinternet.com.

(b) I have a legitimate interest.

How I store your personal information

Your information is securely stored.

I keep your personal information for the duration of your lessons with me. I will then dispose your information by deleting your information from my email records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at el.dunnsims@btinternet.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to me at el.dunnsims@btinternet.com.

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe Home
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO Website: <https://www.ico.org.uk>