

# 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 including partner organisations involved in the delivery 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: 16 August 2021.

## Contact details

Rhythm Circle  
204 Penns Lane  
Sutton Coldfield  
Birmingham B76 1JT

Phone number: 07890973173

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