

North London Music Centre Ltd (NLMC) Privacy Policy and GDPR

NLMC is committed to protecting your personal information - We are required to obtain your consent to hold your data and continue contacting you. If you or your children have lessons with us we must obtain your consent to hold your data. Please read the policy below and complete the boxes at the foot of this page.

NLMC is known as a Controller of the personal data that you provide to us.

What we need

Unless otherwise agreed with you we will collect the following basic personal data about you and/or your children:

- Your and your child's names & ages;
- Email address;
- Mobile/landline telephone number;
- Your address

Why we need it

We need to know basic personal data to provide you with the services you have engaged us to provide and to assert our right to be recompensed in return for those services as per the agreement we have with you. We will not collect any personal data from you that we do not need in order to provide and oversee the services we have agreed.

What we do with it

All the personal data we hold about you will be processed by members of NLMC in the UK. The information is also shared with the following third party organisations:

- MailChimp email campaign software
- TeacherZone scheduling software

No other third parties will have access to your personal data unless there is a legal obligation for us to provide it. We will take all reasonable steps to ensure that your personal data is processed securely.

How long will we keep it

We will generally keep your personal data for a minimum of 5 years, after which time it will be destroyed if no longer required for the lawful purpose(s) for which it was obtained. If you consent to marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information. You can withdraw consent

by emailing us at: enquiries@northlondonmusiccentre.co.uk

What we would also like to do with it

We would like to send you information about our services by email including newsletters, lesson notifications, holiday dates and other information relevant to our services. Please note that if you consent to being sent our information by email then your data may be shared with the third party software MailChimp who will make contact on our behalf.

You may revoke consent at anytime by emailing enquiries@northlondonmusiccentre.co.uk
