

## Anna Leigh Vocal Studios GDPR Data protection policy:

- We will be transparent about the information we are collecting and what we will do with it.
- We will use the information you give us for the purposes of providing you with services at ALVS and enhancing your experience with Anna Leigh Vocal Studios.
- We will also use the information to help us understand you better and so that we can give you relevant performance opportunities.
- If you tell us, you don't want to receive messages we will stop sending them. We will of course continue to send essential information relating to our services for your lessons if you are a current student. This is to keep you informed about your bookings and if you have signed up to a performance opportunity.
- We will put in place measures to protect your information and keep it secure. Such as locking it away in the studio.
- We will not share your data with any other companies unless you have asked us to.
- We do have to share children's information which are under the age of 16 years with the council for performance licences.
- We will respect your data protection rights and aim to give you control over your own information.
- We collect personal information about you whenever you use our services, including when you take part in our performance opportunities.
- If you stop interacting with us as a customer, we will remove your information after 7 years.