

PRIVACY POLICY

This privacy policy notice is served by Ileana Di Camillo under the website www.ileanadicamillo.com. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing and using this website, and refrain from submitting your personal data to us.

By using www.ileanadicamillo.com and/or contacting Ileana Di Camillo, and/or purchasing services from this website, you agree to the terms of this privacy policy.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business Ileana Di Camillo – Singing Teacher
- "You", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on users' computer or device.

Key principles of GDPR: Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimisation, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

Processing your Personal Data

Under the GDPR (General Data Protection Regulation) we control and/or process any personal information about you using the following lawful bases.

(1) Where express consent has been given.

By contacting Ileana Di Camillo, you consent to us securely storing the data you provide to us. This information is stored securely until either you become a client, or you decide against purchasing lessons. We will continue to process your information for a period of six months, or until you become a client or state in writing to us that you withdraw your consent (whichever is longer). We do not share your information with third parties.

(2) Where data is required to enable contractual obligations to be fulfilled.

Ileana Di Camillo will require personal data in order to fulfil contractual requirements, such as providing with singing lessons or entering pupils for exams, festivals and competitions. Your information will be stored securely for the

purpose of communication regarding your lessons or entries. We will continue to process your information for a period of up to 10 years after your final lesson, exam or performance. We only share your personal information with examination or festival boards, once you have confirmed your consent via electronic or hardcopy communication for the entry to be made.

(3) Legitimate Interests

Existing clients may be contacted for legitimate interests such as information about performance opportunities and events. Your data will only be used for communication on the basis outlined above, and securely stored until the student is no longer a client. We do not share your information with third parties.

(4) Legal Obligations

Information will be collected to enable HMRC obligations to be fulfilled. It will be stored for reference only for the purposes of self-assessment tax returns and retained for 10 years. We do not share your information with third parties.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights

Under the GDPR your rights are as follows:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

This policy will ensure that data processing only occurs where necessary and will only be used for achieving a specific purpose.

The legal basis of the data collection is determined by the specific purpose and data collection will only occur in a 'targeted and proportionate' manner to achieve the purpose of data collection.

In conclusion, we only store data on those individuals who initiated contact with us.

The only data collected are name of contact, name of pupil (if different from contact's name), pupil's age and date of birth (for exam entries only), contact's email address and phone number.

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in storing, access and managing that information. Our methods meet the GDPR compliance requirement.

Any questions or requests pertinent to this privacy policy or the data we store and process on any individual, should be made via email to ileanadicamillo@gmail.com

This privacy policy was reviewed in May 2020 and will be reviewed again in May 2022.