

# Andrew Littlewood Privacy Policy

Andrew Littlewood teaches flute, piccolo and music theory. In addition to this he is joint owner and principal of Roundhay Music, a not-for-profit organisation serving the music community in West Yorkshire and where he works voluntarily.

This privacy policy will explain how he uses your personal data he collects from you when you use this website.

## Topics:

- What data does he collect?
- How does he collect your data?
- Why does he collect your data and how will he use it?
- How does he store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
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- How to contact Andrew Littlewood
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## What data does he collect?

Andrew Littlewood collects the following data and will share it with Roundhay Music:

- Personal identification information (Name, email address, phone number, etc.)
- Any additional information (e.g. your musical experience, availability, personal situation) that you may choose to provide is used to arrange and facilitate bespoke music tuition for you.

## How does he collect your data?

You directly provide Andrew Littlewood or Roundhay Music acting on his behalf with most of the data collected. The data you provide is processed on a secure local server with password authentication to access it when you:

- Submit an enquiry through this website, email or by telephoning Andrew Littlewood or Roundhay Music who will act on his behalf

Andrew Littlewood may also receive your data indirectly from the following sources:

- A Roundhay Music tutor may pass on your details in order for Andrew Littlewood or Roundhay Music acting on his behalf to contact you to arrange tuition
- A school in which Roundhay Music provides their services may tell Andrew Littlewood or Roundhay Music of your child's name so that flute, piccolo or music theory tuition can be arranged.

## Why does he collect your data and how will he use it?

Andrew Littlewood collects your data so that he can:

- Arrange music tuition for you or your child
- Continue with the administration of your/your child's music tuition
- Email you with information about your tuition or Roundhay Music events or musical opportunities (e.g. Concerts, ensembles etc.) or general music events which he or Roundhay Music thinks may be appropriate to further your/your child's musical development.

## **How does he store your data?**

Andrew Littlewood collects and shares your data with Roundhay Music who acts on his behalf and your data is securely stored on Roundhay Music's local server network, which requires password authentication to access it.

Roundhay Music will keep your data on their server until either Andrew Littlewood or Roundhay Music receives notice from you to delete the data. It is often the case that pupils return to tuition after a period of absence and it is important that Andrew Littlewood knows what tuition was provided in the past and the history and information relating to the tuition, including invoicing and payments, in order that he can tailor the tuition to best suit your new enquiry.

## **Marketing**

Andrew Littlewood would like to send you information through Roundhay Music that he thinks may be of interest to you about musical events or opportunities.

Roundhay Music sends these emails to all pupils that are registered for tuition with them and this includes pupils registered with Andrew Littlewood. However, you may always opt out at a later date by telling Andrew Littlewood or Roundhay Music on email, or telling them verbally, or by writing to either of them.

You have the right at any time to stop Andrew Littlewood or Roundhay Music from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please inform Andrew Littlewood or Roundhay Music.

## **What are your data protection rights?**

Andrew Littlewood would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Andrew Littlewood or Roundhay Music acting on his behalf for copies of your personal data. There may be a charge for this service.

**The right to rectification** – You have the right to request that Andrew Littlewood or Roundhay Music acting on his behalf correct any information you believe is inaccurate. You also have the right to request Andrew Littlewood and/or Roundhay Music to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Andrew Littlewood and/or Roundhay Music acting on his behalf erase your personal data, at any time.

**The right to restrict processing** – You have the right to request that Andrew Littlewood and/or Roundhay Music acting on his behalf restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Andrew Littlewood and/or Roundhay Music processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that the data you have given to Andrew Littlewood and which is shared with Roundhay Music is transferred to another organisation, or directly to you, under certain conditions.

If you make a request, Andrew Littlewood or Roundhay Music acting on his behalf have one month to respond to you. If you would like to exercise any of these rights, please contact Andrew Littlewood by one of the methods listed below.

## **Privacy policies of other websites**

Andrew Littlewood's website may contain links to other websites. This privacy policy applies only to this website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to this privacy policy**

Andrew Littlewood keeps his privacy policy under regular review and places any updates here. This privacy policy was last updated on 5<sup>th</sup> December 2019.

## **How to contact Andrew Littlewood**

If you have any questions about Andrew Littlewood's privacy policy, the data he holds on you or you would like to exercise one of your data protection rights, please do not hesitate to contact him.

Email: [andrew@fluteteacherleeds.co.uk](mailto:andrew@fluteteacherleeds.co.uk)

Telephone: 0113 269 7754

Or write to him: Andrew Littlewood 8 Talbot Grove Roundhay Leeds LS8 1AB

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Andrew Littlewood has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 113