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**R Hammond's**  
 Piano Lessons Gloucester

## GDPR Communication Consent Form

Example Student [ST000]  
 101 Nowhere Road  
 Nowhere Place  
 Gloucester  
 GL0 0ZX

**REFERENCE: ST000**  
**IN RELATION TO THE FOLLOWING STUDENT: [ Example Student ]**

Thursday, 20 August 2020

Dear Example Student ,

I am writing to you to request your signed acceptance of the enclosed GDPR Communication Consent Form.

As I am sure you are aware, on the 25<sup>th</sup> May 2018, a new law came into force called the GDPR (General Data Protection Regulation). As part of this law, all businesses are required to have agreed consent from clients in order to email, text and phone them. I also need to remind you about certain limited unidentifiable amounts of your data that are processed by HMRC and ABRSM (for those who take examinations).

I have enclosed a GDPR Communication Consent Form for you to review at home. Everything on this form has already been explained to you verbally at the time of your registration. However, I need your signed consent to show you agree and understand how your data is used.

### ACTION REQUIRED

Please **sign, date** and **return** the enclosed form to me by **on your first lesson**

If I do not receive your signed and dated form, I will not be able to email, text or telephone you regarding your lessons. This will unfortunately result in the cancellation of Example Student's unenrollment; as these functions are critical for day to day processes such as: sending invoices, reporting payments to HMRC as well as processing any examination entries.

Yours sincerely,

Mr. Ross Hammond BSc (Hons). AMBCS, PGCE, MISM  
 Director of R Hammond's Piano Lessons Gloucester



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# GDPR Communication Consent Form

Example Student **ST000**

[ Example Student ST000 ]

In May 2018 a new law came into force called the General Data Protection Regulation. Now, clients of all businesses must explicitly sign to give their consent to be communicated and to show they understand how their data is used. Please read the following statements that state how you will be communicated, how your data is stored and the reasons for this. **Please sign and date** at the bottom of the form to show you agree to the following terms as part of your service from R Hammond's Piano Lessons Gloucester. Verbal consent is already given at the time of enrolment, by accepting the studio policy.

I fully agree the understand **all** of the following terms:

1. My data will almost exclusively (see point 2) be stored on my original paper enrolment form EN1 which is securely stored away in a locked cabinet.
2. Only small amounts of my data will be processed electronically (but not in an identifiable way) for the purposes of carrying out **legal** and operational processes as follows:

**Operation Purpose:**

- a. Bill Payer name, student name or nick name and an email address is used by the online booking system to book lessons and to send invoices. This information is encrypted.
- b. To facilitate the online signing of the documentation, an online electronic signatory service may be used, such as DocuSign. This service will be responsible for keeping your information secure whilst it is waiting to be signed.

**Legal Purpose:**

- c. Bill Payer's Name will be communicated (through an encrypted portal) to HMRC to prevent and detect fraud and to monitor the recording of payments made for the purposes of business accounting.
  - d. Student's Name, DOB and any SEN (where appropriate) will be communicated (through an encrypted portal) to ABRSM for the purposes of an examination entry.
  - e. In the event of an invoice remaining unpaid for more than 21 days, the bill payers name and contact details may be passed to the ISM legal team who will pursue payment.
  - f. Any key medical condition will be shared with the emergency services, if this is required in the event of a medical emergency.
3. I agree to be communicated to by email and post for the purposes of (but not limited to): Lesson booking and cancelation, invoicing and receipts, general key information updates, lesson reminders, lesson notes, examination entry and results collection and block booking agreements(s).
  4. I agree be communicated to by telephone and text for the purposes of (but not limited to): Lesson booking and cancelation, payment reminders, key information updates.
  5. I agree for my Bank Account and Sort code numbers to be stored on my **paper** EN1 form for the purposes of processing any refunds that are due to me, stored securely (see point 1).
  6. I understand that I my data will **never** be: used for marketing communication; shared with another organisation (except for those detailed in point 2) or sold to any third party.
  7. I understand that on my termination of lessons, all data stored will be destroyed immediately. Bill payer names and payments are retained for 6 years to meet HMRC's accounting and monitoring requirements.

\_\_\_\_\_  
 (signed: Example Student )  
 In relation to the following student: Example Student

\_\_\_\_\_  
 Date