

## **PRIVACY STATEMENT**

This privacy statement outlines how we collect, use, disclose, and manage the personal information of our clients in accordance with the EU General Data Protection Regulation (GDPR). Please read this statement carefully before providing any personal information.

1. Data Controller PianoClass.nl, located at Delft, NL, is the data controller responsible for the processing of your personal information.

2. Personal Information Collection We collect personal information necessary for providing our services and maintaining our business relationship. The types of personal information we may collect include, but are not limited to:

- Full name
- Contact information (e.g., email address, phone number, mailing address)
- Students Full name and birth of date
- Any other information voluntarily provided by you

3. Purpose of Data Collection We collect and process your personal information for the following purposes:

- To communicate with you regarding our services and respond to your inquiries
- To provide and deliver the services you have requested
- To manage our business relationship with you
- To comply with legal obligations

4. Legal Basis for Processing We rely on the following legal bases for processing your personal information:

- The processing is necessary for the performance of a contract between you and us, or to take steps at your request before entering into a contract.
- The processing is necessary for compliance with a legal obligation we are subject to.
- We have obtained your consent to process your personal information for specific purposes.

5. Data Retention We will retain your personal information only for as long as necessary to fulfill the purposes for which it was collected, including any legal or regulatory requirements. Once your personal information is no longer required, it will be securely deleted or anonymized.

6. Data Sharing We may share your personal information with third parties only in the following circumstances:

- When necessary to provide the services you have requested
- When required by law or to comply with a legal obligation
- With your consent

7. Data Security We have implemented appropriate technical and organizational measures to safeguard your personal information against unauthorized access, loss, destruction, or alteration. We regularly review and update our security measures to ensure the ongoing confidentiality and integrity of your personal information.

8. Your Rights Under the GDPR, you have the following rights regarding your personal information:

- Right to access: You have the right to request access to the personal information we hold about you.
- Right to rectification: You have the right to request the correction of any inaccurate or incomplete personal information.
- Right to erasure: You have the right to request the deletion of your personal information under certain circumstances.
- Right to restrict processing: You have the right to request the restriction of processing your personal information under certain circumstances.
- Right to data portability: You have the right to receive a copy of your personal information in a structured, commonly used, and machine-readable format.
- Right to object: You have the right to object to the processing of your personal information under certain circumstances.
- Right to withdraw consent: If we rely on your consent to process your personal information, you have the right to withdraw your consent at any time.

9. Contact Information If you have any questions or concerns regarding the processing of your personal information or wish to exercise your rights, please contact us using the information provided below: [info@pianoclass.nl](mailto:info@pianoclass.nl)

10. Updates to the Privacy Statement We may update this privacy statement from time to time. The most current version will always be available on our website. We encourage you to review this privacy statement periodically.