



## MusicWorks Teaching Studios Erina Privacy Policy

Effective Date: 1<sup>st</sup> January 2024

### Introduction

Welcome to MusicWorks Central Coast. We are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner. This Privacy Policy outlines how we collect, use, disclose, and protect your information when you visit our website, engage in our services, or otherwise interact with us.

### Information We Collect

#### 1. Personal Information

- **Contact Information:** Name, email address, phone number
- **Student Information:** Date of birth, age, Student of, and instrument(s) played.
- **Payment Information:** Credit/debit card details, billing address, and payment history.

#### 2. Usage Data

- Information on how you interact with our website and services, including IP address, browser type, pages visited, and time spent on our site.

#### 3. How We Use Your Information

We use your information for the following purposes:

- **Service Delivery:** To provide and manage our music teaching services.
- **Communication:** To communicate with you about your lessons, schedules, updates, and promotions.
- **Payment Processing:** To process payments for services rendered.
- **Improvement of Service:** To improve our website, services, and customer experience.
- **Legal Compliance:** To comply with legal obligations and protect our rights.

### Sharing Your Information

We do not sell or rent your personal information to third parties. We may share your information with:

- **Service Providers:** Third-party vendors who assist us in providing our services, such as payment processors and email service providers.
- **Legal Requirements:** Authorities if required by law or to protect our rights and comply with legal processes.

### Security

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction.

### Your Rights

You have the right to:

- Access, correct, or delete your personal information.
- Object to or restrict the processing of your personal information.
- Withdraw consent where processing is based on consent.

To exercise these rights, please contact us at: [hello@musicworkserina.com.au](mailto:hello@musicworkserina.com.au)

### Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and the revised policy will take effect immediately upon posting.

### Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at:

- Email: [hello@musicworkserina.com.au](mailto:hello@musicworkserina.com.au)
- Phone: 0412 285 350
- Write to us: PO Box 1180, Terrigal NSW 2260

Thank you for trusting MusicWorks Central Coast with your personal information. We are dedicated to ensuring your privacy and security.