



West Midlands Brass Academy

Delivering quality and inspiration to all

Privacy Policy

By registering for lessons or teaching, placing an order, or otherwise sending us your personal information whether via our website or otherwise you consent to the collection, use and transfer of your information under the terms of this policy.

Information that we collect from you

When you teach, register for lessons or order products or services you may be asked to provide certain information about yourself including your name, address, contact details and bank details. We may also collect information about your usage of our website as well as information about you from e-mails or letters you send to us.

Use of your information

Your information will enable us to provide you with the services you have requested. It will also enable us to invoice you and to contact you where necessary concerning your lessons. We may also use and analyse the information we collect so that we can administer, support, improve and develop our services.

We may use this information about important changes to our services and unless you have told us that you do not wish us to do so, we might also use your information to let you know about other products and services which we offer which may be of interest to you and we may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted in the future, please let us know by e-mail to enquiries@westmidlandsbrassacademy.co.uk.

For those who intend to teach for the Academy, we may also use this information to obtain DBS checks for individuals who are intending to teach on behalf of the Academy.

Disclosure of your information

The information you provide to us will be held on our computers and online servers some of whom may be located outside the UK but who do not have access to your information. Wherever possible they will be held on encrypted servers, and those parties may process information, fulfil and deliver orders, process bank transfers and provide support services on our behalf.

[Security and data retention](#)

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

[Accessing and updating](#)

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us. We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

[Changes to our privacy policy](#)

Any changes to our privacy policy in the future will be posted to our website at www.westmidlandsbrassacademy.co.uk and, where appropriate, through e-mail notification.

[Contact](#)

All comments, queries and requests relating to our use of your information are to be directed to:

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