



# David Bixter

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## Privacy Policy

Your personal details - such as name, phone number and email address - will be used only to contact you regarding the pupil's piano tuition. Examples of this are: sending invoices, providing information about exams and updates on progress.

Any information provided will be stored securely, kept confidential and not shared with anyone or any organisation without your consent.

Please inform me if there are any changes to the information provided so I can keep my records up to date.

If a decision is made to discontinue lessons, the information provided will be deleted from my records upon cessation of lessons following the agreed notice period.

If you have any questions about how your information will be stored or used, please do not hesitate to contact me.

## ABRSM Exam entries

The Associated Board of the Royal Schools of Music requests information in order to complete exam entries. Information will only be passed to them with your consent. Details about how they store and use this information are available on their website:

## [www.abrsm.org](http://www.abrsm.org)

The information required for exam entry is limited to:

- The candidate's name
- The candidate's date of birth - only needed for higher grades (6, 7 & 8) where UCAS points are awarded
- Details and evidence of any specific needs

