



1. Protecting Privacy

Your privacy is important. This privacy policy provides information about the personal information that Essendon Guitar collects and the ways in which that data may be used and stored.

2. Privacy Policy

This policy describes the way Essendon Guitar holds personal information. Personal information is information that identifies you or could identify you. Essendon Guitar subject to the Privacy Act 1988 (Cth), including the Australian Privacy Principles.

Protecting personal information is fundamental and is therefore treated seriously.

3. Information Collected

Generally, Essendon Guitar collects personal information directly from you as a student or parent or guardian of a student by participating in lessons. The personal information which is collected and held includes:

Your name, address, email address, phone number.

Information regarding progress and learning and lesson history

Payment history

Information derived from email programs such as whether an email has been opened or bounced

Transactional information such as credit card or bank details will not be collected and stored in anyway.

4. Storage of Personal Information

Personal information will be stored in secured files where only the business owner has access. No other party will have access to your personal information.

5. Use & Disclosure of Personal Information

Essendon Guitar will use your personal information to communicate with you via phone, SMS or email regarding important information regarding your lessons and information/opportunities for further learning. Should you not wish to be communicated to in a particular way, please advise and we will ensure you do not receive any unwanted communication.

8. Information Security

Essendon Guitar will take reasonable steps to protect all personal information within the direct control from misuse, interference, loss, unauthorised access, modification or disclosure.

Essendon Guitar will take reasonable steps to hold information securely in electronic or physical form in access controlled premises or in electronic databases requiring logins and passwords.