Privacy Policy

Last Updated: March 22, 2025

Giles Music Studio ("we," "our," or "us") respects your privacy and is committed to protecting the personal information you share with us. This Privacy Policy outlines how we collect, use, and protect information collected through our website, https://sites.google.com/view/gilesmusicstudio/, and through direct communications with clients.

1. Information We Collect

We may collect the following types of information:

- **Personal Information You Provide:**
  When you fill out a contact form, sign up for lessons, or communicate with us via email or phone, we may collect your name, email address, phone number, and any other information you voluntarily provide.

- **Student Information (if applicable):**
  For minors receiving lessons, we may collect the student's name, age, and scheduling preferences, usually provided by a parent or guardian.

- **Scheduling & Communication Tools:**
  We may use third-party tools (such as Calendly or Google Calendar) to schedule lessons. These tools may collect additional data per their own privacy policies.

2. How We Use Your Information

We use the information we collect to:

- Respond to inquiries
- Schedule and manage lessons
- Communicate important updates or changes
- Send occasional updates or reminders related to services

We do **not** sell or share your personal information with third parties for marketing purposes.

3. How We Store and Protect Your Information

Your data is stored securely using trusted tools like Google Workspace and other platforms that adhere to strong security practices. We take reasonable steps to protect your information from loss, misuse, or unauthorized access.

4. Third-Party Services

Our website is hosted on **Google Sites**, which may collect anonymized usage data in accordance with Google's own Privacy Policy. Any third-party scheduling or communication tools used may also collect data, and we encourage users to review their privacy policies.

5. Your Rights and Choices

You may:

- Request to view, update, or delete your personal information at any time
- Opt out of any email communications
- Contact us with any questions about your data

To make a request, simply email us at stevengilesmusic@gmail.com

6. Children’s Privacy

We do not knowingly collect personal information directly from children under 13. All lesson inquiries and communications should be made by a parent or guardian.

7. Updates to This Policy

We may occasionally update this Privacy Policy. The most current version will always be posted on our website, with the "Last Updated" date clearly indicated at the top.

8. Use of Audio, Video, and Images

From time to time, we may record audio, video, or capture images during lessons, recitals, or other events for the purpose of promotion, marketing, documentation, or educational content (such as example videos or testimonials). These recordings may be shared on our website, social media platforms, or promotional materials.

By participating in lessons or events, you consent to this use unless a **written request is made prior to the recording** asking that you or your child not be included. We will always honor such requests.

Contact

If you have any questions about this Privacy Policy, feel free to reach out:

Giles Music Studio
stevengilesmusic@gmail.com