

# PRIVACY POLICY

This private policy describes the privacy practices for V. C. Giles Music Studio LLC, DBA (Doing Business As) Lawrenceville-Suwanee School of Music. This policy was last updated January 30, 2015.

Protecting your privacy and the security of your personal information is very important to us. Please take a few minutes to read the following policy so that you understand how we treat your personal information. As we continuously improve and expand our services, this policy might change, so please check it periodically. If you have questions about our privacy policy, please contact us.

## Personally Identifiable Information

Personally Identifiable Information is any information that concerns you individually and would permit someone to contact you, for example, your name, address, telephone number or email address submitted on our website or via our registration form completed in our office.

We will not collect any personally identifiable information about you unless you provide it. Therefore, if you do not want us to obtain any personally identifiable information about you, please do not submit it to us.

If you choose to communicate with us through email, via our website, via the registration form in writing, by telephone or through other means, understand that we collect the information in these communications, and such information may be personally identifiable.

## Information Use

V.C. Giles Music Studio LLC may use the personally identifiable information collected through our website and registration form primarily for such purposes as:

1. Communicate with you information pertaining to available programs and services.
2. Providing you with information based on your requests.
3. Processing, servicing or enforcing payment transactions and sending related communications;

V.C. Giles Music Studio LLC will collect only as much personal information as is needed for these specific purposes, and will not use it for other purposes without obtaining your consent. We are the sole owners of this information. We will not sell or rent this information to anyone. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e. g. to process your payment.

## Your Access to and Control over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## **Changes to this Privacy Policy**

V.C Giles Music Studio LLC reserves the right to modify or supplement this policy at any time. If a material change to the terms of this policy is made, we will update this policy on our website.

## **Contact Us**

If you have questions, comments or concerns about this privacy statement please contact us. If you feel that we are not abiding by this policy, you should contact us immediately via of telephone at 678-376-9800 or via email at [ozgiles@gmail.com](mailto:ozgiles@gmail.com).