



## Privacy Policy

Swan's Music Studio collects information, via secure HTTPS forms, on the "Contact" page of this website.

The upper form is used for inquiries only and gives me the opportunity to call or email you back with a response. This information is not kept by the studio, it is used solely for back-and-forth communication between us regarding my studio and what I offer.

The lower form is much more in-depth and is used when you decide that you would like to a). go on my waitlist to wait for a time that space becomes available to take lessons or join classes or b). when you register to become a student of my studio.

This information from this form is kept securely in My Music Staff, an online scheduling and invoicing software I use for my books. This information is kept for 7 years (longer if a child is with me longer) for tax purposes.

When you register, via this form, for classes or lessons, then your email is put into a group email in my gmail account and is used to contact you, monthly newsletters from the studio, and any other communication I have with you as my client while you remain in my studio. Emails are bcc'd when sent from me to all my students as well. Once you leave my studio, your information will remain with me for 7 years.

I do not give out this information to anyone for any reason. If you ask me for a phone number, address or email of another client, I will always check with them first before giving you that information. And that, my friend, is ALL I do with your information! :)

Swan Kiezebrink, Swan's Music Studio