

Wakefield Music Services Privacy Notice Instrumental Tuition/ Ensemble Application Form

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council.

Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) The Council's Data Protection Officer is the Corporate Information Governance Team Manager.

Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

Wakefield Music Services needs to collect the following information about you and your child. The Music Service has obtained your personal data from paper or electronic application forms/e-forms to provide their service:

- Name and address of student
- Name, address and contact details of parent/guardian
- If the student is a looked after child
- Student's date of birth
- Student's gender
- Name of the school the student attends
- Any relevant Special Educational Needs and/or disabilities of the student
- Whether the child receives free school meals or pupil premium funding (optional)

We use this information to contact you regarding tuition, instrument loans, assessment and reports, exam information and to keep you informed of any other musical opportunities that Wakefield Music Services may have to offer.

To enable us to provide our service to you, we will only share relevant information with your child's school, the instrumental teacher and Paritor, our database partner.

Digital Media:

Wakefield Music Services will also create digital recorded media (including film, photos, audio) throughout the year to document special events, promote Music Services activities, provide evidence for funders and funding applications, contribute to evaluations, inform parents/carers of a child's activity when away from home on Music Hub trips, celebrate the diversity of members and musical genre and promote membership.

This media may be shared in the public domain over social media and our website, where you consent to this. The media will not include any additional personal information such as the child's name or school.

Concerts and events: It is expected that parents and carers will be able to take recorded media of their child in performance with other children at events for their personal and private use.

In addition, your data may be accessed by Internal Audit and the Counter-Fraud Team as they are required to hold, or have access to, information from systems and processes across the Council so that we can:

- Fulfil legal (Accounts and Audit Regulations 2015, and Local Government Act 1972) and mandatory professional requirements (Public Sector Internal Audit Standards) to provide an internal audit function.
- Investigate referrals made under the Council's Counter-Fraud Framework, including the Whistleblowing Policy.
- Participate in national and local counter-fraud schemes, such as the National Fraud Initiative, to help protect the public purse.
- Maintain the central register of applications for RIPA (Regulation of Investigatory Powers Act 2000)
- Ensure the effectiveness of the Council's governance, risk management, and control processes. This forms part of the Head of Internal Audit Annual Assurance Opinion, which is incorporated into the Annual Governance Statement.
- Facilitate the prevention, deterrence and detection of bribery, corruption, fraud and money-laundering committed against the Council.

Should you decide not to provide any of the information we request from you, we may be unable to provide your child with instrumental/ensemble tuition.

3. What authority does the Council have to collect and use this information?

The law says that we cannot process your personal data unless we comply with at least one condition in Article 6 of the UK GDPR. The Article 6 lawful basis we rely upon for processing your information is:

Article 6 1 (b) We use your data for the purpose of performance of a contract.

Article 6 1 (a) Your Consent. You can withdraw your consent at any time. You can do this by contacting music@wakefield.go.uk or 01924 303306. This lawful basis applies only to taking photographs or videos of your child, for the purposes stated in section 2.

Article 6 1 (f) We have a legitimate interest. This lawful basis applies only to sending out email communications notifying you of upcoming events relating to your child's instrument

lessons.

The law also states that we cannot process personal data which is considered to be Special Category Data (such as information relating to your health, religion or ethnicity, for example) unless we comply with a condition within Article 9 of the UK GDPR. The Article 9 lawful basis we rely upon for processing Special Category Data is:

Article 9 2 (g) We have a substantial public interest condition for processing in line with Part 2 of Schedule 1 of the Data Protection Act 2018 (8) Equality of opportunity or treatment.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 until the pupil reaches 25 years of age, after which time it will be deleted from our systems. This is in line with the Information and Records Management Society recommendations.

We will keep your personal information collected for the purposes of emailing you about upcoming events, for as long as your child is receiving tuition, or until you unsubscribe from receiving the email communications.

Photos and videos of your child may remain on social media or our website indefinitely, or until you withdraw consent, after which time it will be deleted immediately.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

Where the lawful basis relied upon is consent, you also have the following right:

Right to Erasure

For certain parts of our processing, you may have the right to request your personal data is erased.

Where the lawful basis relied upon is legitimate interests, you also have the following rights:

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right to Erasure

For certain parts of our processing, you may have the right to request your personal data is erased.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

7. Changes to this Notice

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.