

# Privacy Notice for Harrow Music Service

## Purpose for processing your information

1. Assessing and reporting back to parents/carers on the progress of their children in learning an instrument
2. Entering pupils for examinations
3. Contacting parents/carers for children/young people having BRAVO lessons at the Arts Centre or attending an After School Music Club.
4. Comparing this data to council pupil data and aggregating numbers of pupils for Arts Council/Department of Education data return

## We collect the following information:

For purpose 1 (assessing and reporting back to parents/carers)

- Name
- School
- Gender
- Year Group

For purpose 2 (entering pupils for examinations)

- Name
- School
- Gender
- Date of Birth
- Parent/carer email address and phone number
- School

For purpose 3 (contact details for children/young people in the care of HMS teachers at BRAVO or After School Music clubs)

- Name of pupil
- Name, address, email and phone details for parent/carer
- Medical information
- School
- Year group

For purpose 4 NO additional information is collected. However the existing data set use for purpose 1 is used to add to Council pupil data and then numerical data is shared with the Arts Council/Department for Education. NO personal information is shared.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

## How we collect your information

1. Your child's teacher notes the details above on a hard copy form and carries it with them to each lesson.
2. Parents/carers send this information to Harrow Music Service office in order for their children to be entered for an examination. This data is shared with Trinity exam board.
3. Parents/carers fill in a registration form when their children join the club or start lessons.

*Example - We collect information in a number of ways, for example, by letter, email, face-to-face, telephone, online forms etc.*

## Who the information is shared with

Other than Trinity exam board, no personal data is shared with any third party. Trinity College London have their own privacy notice on their website. However as we enter on behalf of parents, the sharing of information through personal computers is not relevant. In addition, only HMS keep the parent/carer email addresses, not Trinity.

Only aggregated data (i.e. numbers of pupils) is shared with the Arts Council and they share this with the Department for Education. NO personal information is shared.

## Details for Transfers

N/A

## How long do we keep your information?

Purpose 1: Information held for as long as the pupil is being taught by the HMS teacher.

Purpose 2: Information held for the duration of the examination period (usually 1 term)

Purpose 3: Information held for as long as the pupil is a member of the after school club or is being taught by the HMS teacher.

Purpose 4: Four years

## Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request](#) page.

## If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it Harrow Music Service [harrowmusicservice@harrow.gov.uk](mailto:harrowmusicservice@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

### **Automated Decision Making**

We do not carry out any automated decision making.

### **Changes in your circumstances**

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.