

Privacy Notice for Bolton Music Service

**May 2018
V1.0**



Bolton Music Services

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- Members of the public accessing the music service
- Parents of children using the music service

It describes how we collect, use and share personal information about you

- In relation to the Bolton Music Service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purpose(s)

We collect your personal information for the following purpose(s):

- In order to deliver our services to you
- To process payment for use of our services
- To provide care for children accessing our service
- To inform you about upcoming opportunities and events where you have consented for us to do so
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Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details about you (parent) such as name, address, telephone number, email address.
- Child's name
- Child's gender
- Child's ethnicity
- Medical information about the child
- Free school meals eligibility
- If the child is a member of the "Looked after Children" scheme
- Child's school
- Your bank details for paying for the service

Legal basis for processing

The legal basis for processing your personal information is:

- You have given your consent
- processing is necessary for the performance of a contract
- processing is necessary for reasons of substantial public interest

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Partners within the Greater Manchester Music Hub (other Music Services, specialist music schools and colleges, etc) in order to provide your child with additional opportunities e.g. where your child is involved in a music education project which we are organising jointly with other boroughs in GMCA
- Schools within the borough – we will share basic information about your child's music education with secondary schools as part of our transition support for young musicians moving from Y6 to Y7.
- a Local Authority's child licensing application team – where it is a legal requirement

There may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

Greater Manchester Music Hub - where we are co-ordinating a music project and therefore need contact details for students outside of Bolton.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your Rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team.

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details