

Privacy Notice for Bolton Music Service

**Reviewed August 2024
V2.0**



Bolton Music Service

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 using the Bolton 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.

Purposes

We collect your personal information for the following purposes:

- to deliver our services to you
- to deliver and develop music activity with young people
- to provide you with information on our projects
- to provide music lessons and music ensemble activities
- to provide you with feedback on the musical progress which young people are making in music
- to take agreed payments from you for activity which you have registered for
- to inform you about upcoming events and activities where you have consented for us to do so

Categories of personal data

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

- Basic details about you such as name, address, telephone number, email address.
- Your child's date of birth
- Your child's gender
- Your child's school
- Family relationship
- Whether your child is in receipt of a Pupil Premium Grant
- Bank details to set up payments for services
- Emergency contact details

- Any medical information about your child which will help us to safeguard them whilst they are involved in our activities

Legal basis for processing

The legal basis for processing your personal information is:

- in the public interest or in the exercise of official task

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:

- Music Hub Partners in Greater Manchester (local Music Services in other Greater Manchester boroughs), as required by the Music Grant funding provided to us by Arts Council England. This will only happen if your child is involved in music activity which is run collaboratively by the partners in the Music Hub.

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:

- Schools who register Pupil Premium students on our system so that those children can access free lessons. Schools are provided with a secure portal for this purpose.

Automated Decisions

We do not make any decisions about you without discussing it with you directly.

Data retention/criteria

All students are required to re-register for our music activities on an annual basis and we do not keep your personal data beyond the year in which you are involved in our activities.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

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 www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

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