

| Service Area and contact details | |
|----------------------------------|----------------------------|
| Service Area: | Gwent Music - Education |
| Contact Details: | gwent.music@newport.gov.uk |
| Privacy Notice Name: | Gwent Music |

| Source and categories of information being processed |
|--|
| This section is only relevant if personal data has been obtained from a source <u>other than</u> yourself (the data subject). |
| Newport City Council has obtained the following categories of your personal data: |
| <ul style="list-style-type: none"> - Name and Contact Details - Adult/Parental Details (if applicable) - School Details (if applicable) - Bursary Eligibility Evidence (if applicable) |
| We have obtained your information from: |
| Gwent Music receive referrals from schools and, on occasion, Social Services where they are funding tuition for a pupil in their care. |

| Purpose and legal basis for using your information |
|---|
| Here, we will explain the reason why we have collected your personal data and the reasons for processing. |
| Our legal basis for processing your information: |
| There is a contract in place to process your information |
| Further details about our legal basis for using your information and the purpose of processing: |
| <p>Gwent Music will collect and use your personal information in order to complete a contract for one or more of:</p> <ul style="list-style-type: none"> - provision of music tuition - Access to Hwb to facilitate blended learning through Teams - membership of Music Centre or Gwent ensembles and associated activities such as concerts and tours - instrument loan, hire or purchase - entry for music exams <p>and thereafter the management of those contracts and relevant invoicing. Gwent Music are also required to collect information to comply with legal obligations surrounding the safeguarding of clients.</p> <p>Gwent Music will rely on consent to send emails, which may be of interest to you based on the services you have requested. You have the right to withdraw your consent for this at any point.</p> <p>Gwent Music will collect:</p> <ul style="list-style-type: none"> - Name and Contact Details - Adult/Parental Details (if applicable) - Student Hwb email addresses - School Details (if applicable) - Bursary Eligibility Evidence (if applicable) <p>For Membership Subscriptions Gwent Music will collect:</p> <ul style="list-style-type: none"> - Relevant Health Details - Emergency Contact Details - Instrument/Grade Details - Permissions surrounding inclusion in media and free time where applicable (and consent can be changed around these areas at any time) |

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

Without the information Gwent Music would be unable to form a contract for the provision of provision of music tuition, membership of Music Centre or Gwent ensembles, instrument loan, hire or purchase or entry for music exams.

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

Choose a further lawful basis.

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not applicable

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Gwent Music Support Team

Tutor Organisers

We may share your information within Newport City Council:

Senior Leadership Team

Heads of Department

Childs school (if applicable and if within Newport area)

Additional Learning Needs (ALN)

Gwent Ethnic Minority Service (GEMS)

Finance

Law and Standards – Insurance for a trip/tour

We may share your information with other, external organisations:

| |
|---|
| Exam Board – where a child is entered for an exam Tour Operators and hotel booking agents – where a child has signed up for a trip/tour Childs school (if applicable and if within Blaenau Gwent, Monmouth and Torfaen) |
| Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as ‘data processors’. In processing your data, we use the following data processors: |
| Gwent Music use an operating system, Paritor Ltd, for Music Service activity. The software is Ensemble Live. |
| Details of any international transfers of your personal information: <i>(if applicable)</i> |
| Not applicable |

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;
information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

Gwent Music will keep personal data of adults for 6 years as per the Limitation Act 1980, Section 2.
Personal data relating to children or regarding services to children will be stored until a review (of the moratorium issued as part of the IICSA in July 2015) comes to an end in 31/12/2021 at which time the retention periods will be updated and this privacy notice will be amended.