



DATA PRIVACY NOTICE
York Music Hub CIO
Charity Number 1172491

York Music Hub CIO is committed to protecting your personal data that we hold and to being transparent about how and why we may use it.

This privacy notice is intended for parents, students, schools, music organisations and individual practitioners, donors, sponsors, funders and other music hub supporters.

York Music Hub CIO is the data controller for the purposes of data protection law.

1) Your personal data - what is it and how may it be used?

Personal data relates to an individual who can be identified from that data. Identification can be by the information alone or in conjunction with other information in the data controller's possession or likely to come into their possession. Personal data includes data stored in both paper and electronic formats. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

York Music Hub needs data in order to fulfil its contractual obligations with a range of users in order to provide them with the education for which they or their children have applied.

We will only process personal data where we have one of 6 'lawful bases' to do so under Article 6 of the EU General Data Protection Regulations.

Most commonly:

- To fulfil a contract with the individual, or when the individual has asked York Music Hub to take specific steps before entering into a contract
- For the legitimate interests of York Music Hub such as communication, including reporting statistical data to funders (provided the individual's rights and freedoms are not overridden)
- Where the individual (or their parent/carer when appropriate in the case of a child) has freely given consent

And exceptionally:

- To comply with a legal obligation
- To ensure the vital interests of the individual
- To perform a task in the public interest

2) What data do we collect and why?

- your full name (and title) - so we can refer to you personally when required
- email address – so we can contact you easily and keep you informed
- phone number – only when we may need to contact you more urgently (e.g parental emergency contact number)
- postal address – only when we may need to post you items or for proof of address for legal reasons such as safeguarding and DBS check
- postcode – only collected for demographic data
- date of birth – only for age specific activities and as a general statistic
- gender – only as a general statistic
- details of special needs and indication of financial status (e.g. free school meals, looked after, working tax credit) – to ensure we comply with our inclusion and remissions policies
- medical/dietary details – for safeguarding purposes
- name of school attended – only when appropriate
- ID (such as passport/driving licence details) – for safeguarding and DBS checks
- Gift Aid status
- Photographs and video (see separate note below)

3) Why we use this data

We use this data to:

- maintain the widest communications about the work of the hub, local, regional and national opportunities and events and information in general about music education
- meet our legal obligations relating to child protection and safeguarding
- meet our legal financial obligations
- comply with mandatory reporting to funders
- carry out research and needs analysis
- manage applications for financial support
- assess the quality of our services
- maintain a high quality Approved Tutor register
- ensure the York Music Hub is complying with its access and inclusion policies

4) Photographs and Video Recording

As part of York Music Hub's activities, we may take photographs and record images.

Such material will be used solely by York Music Hub, for example, for publicity purposes, such as prospectuses and other similar information about the York Music Hub; for display at events (such as banners); for website and social media; for ID badges and the Approved Tutor online register; and for fundraising or other purposes to help achieve the York Music Hub's aims.

When using photographs and videos of children for publicity, display or website purposes, we will not accompany them with any other personal information about the child, to ensure they cannot be identified. Although we will carefully use images on the basis of our 'legitimate interests' (see above), we understand there may be occasions where there is good reason why we should withdraw certain images. If you ask us to withdraw an image of your child with good cause, we will delete the photograph or video and not distribute it further. Images that might cause embarrassment, distress or that we deem unsuitable will not be used. For all public events the York Music Hub has a clear policy that photographic/video permission must be sought for all young people under 18.

5) How do we process your personal data?

York Music Hub CIO complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

6) Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with York Music Hub CIO staff. We will only share your data with third parties outside of the York Music Hub CIO with your consent.

7) How long do we keep your personal data?

Specifically, we retain data while it is still current; data relating to finances (e.g. gift aid declarations and associated paperwork) for up to 7 years after the calendar year to which they relate to meet tax and accounting requirements.

8) Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which York Music Hub CIO holds about you;
- The right to request that York Music Hub CIO corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for York Music Hub CIO to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

How to contact us

To exercise all relevant rights, queries or complaints, please contact us:

York Music Hub
% Garbutt & Elliot
Triune Court,
Monks Cross Dr,
Huntington,
York YO32 9GZ
info@yorkmusichub.org.uk

If you are unhappy about the way we handle your personal data you can lodge a complaint with the Information Commissioner's Office at www.ico.org.uk