

# Privacy Notice



North Yorkshire  
County Council

## Music Service

This Privacy Notice is designed to help you understand how and why the Music Service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

### Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The music service provides musical instruments and tuition. It stores and processes your data in order to fulfil its contractual obligations with music service users.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
01609 53 2526

### What personal information do we collect?

In order to deliver our Music Service, the Council will need to collect both personal and special category data, for example:

#### Personal data collected:

- Name
- Date of birth
- Address
- Email address
- Telephone number
- Emergency contact details
- School attended and attendance information
- Passport number and issue date (if child is attending a European coach tour with a County ensemble)
- Whether you currently have an NYCC instrument on loan
- Information about you, such as whether you are a Looked After Child, eligible for free school meals or have Pupil Premium.

#### Special category data collected:

- Characteristics such as special educational needs
- Medical conditions
- Special dietary requirements

- Details of any support received

### **Why do we collect your personal information?**

We need to collect this information to carry out the following tasks:

- Process your application
- Manage student registration
- Manage student participation and progression in music activities
- Provide music tuition
- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care and ensure welfare of children, particularly when on tours and courses
- Offer appropriate additional activities to enhance learning
- Assess the quality of our service
- Manage applications for financial support
- Research and statistics
- Comply with contractual/regulatory obligations, e.g. reporting to the Arts Council
- Keep you updated with information relevant to you
- Generate publicity
- Promote events/concerts
- Celebrate the success of our students

### **Who do we share this information with?**

In the course of performing our duties, we may share your information with a number of agencies who are key to delivering our service.

Within North Yorkshire County Council:

- Children and Young Peoples Services, where required to ensure we are meeting safeguarding obligations

Agencies we share information with:

- Schools where we are providing tuition services in partnership with the school
- Educators and examining bodies
- Financial organisations who process payments on our behalf
- Aggregate data will be shared with the Arts Council (Our funding applications may include numbers of pupils who have SEN and/or Pupil Premium.)

## How long do we keep your information for?

Data held	Retention period
Records relating to music tuition	Current year + 6 after the last lesson received.

## What is our lawful basis for processing your information?

NYCC mainly processes your personal data in order to fulfil our contract with you. (Article 6 (1)(b))

We may sometimes need to process your personal data as part of our legal obligations in the case of safeguarding (Article 6 (1) (c)).

We may also process special category data in line with substantial public interest. (Article 9 (2)(g))

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- Body of Persons Approval (BOPA)

**For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**