



Northumberland County Council

This is Your Personal Data

Music Partnership North

How we handle your information

Information for the public

Everyone working for Music Partnership North has a legal duty to keep and process information about you in accordance with the law.

This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information relating to all musical activities that adults, partners and young people sign up to through Music Partnership North to enable us to carry out specific functions for which we are responsible and to provide you with a service.

We keep records about schools, parents, pupils, partners, individuals and associates. These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- basic details about you, for example, name, address, date of birth,
- unique identifiers (such as your NI number),
- contact we have had with you, for example, appointments & letters of correspondence,
- notes and reports about your relevant circumstances
- details and records about the service you have received,
- relevant information from other people that we have been in contact with in relation to the service that you have received
- involvement in current and past musical activities
- instrument loans or purchases
- examinations undertaken relating to music and the arts
- on a waiting list to receive a musical activity or instrument hire

What is the information used for?

Your records are used to help ensure that we provide you with the service that you need. We will hold contact information, musical and arts specific data so that we can communicate with you for purposes such as invoicing for music activities, providing information on opportunities which we consider may be of benefit to you as a service user and to keep you informed of events such as rehearsals and tuition sessions.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

If you do not provide us with this information then we will not be able to ensure that you receive the



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service you have requested such as attending workshops, rehearsals, tuition sessions or ensuring that charges are issued to the correct individual.

How long for?

In order to provide you with this service, we rely on the legal basis of for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

Your details will be kept for the period of time your involvement with the organisation is active or you have requested to be kept informed of future opportunities, or for the length of time your child attends full time education in Northumberland. Processing is kept to a minimum and will only be processed in accordance with the law.

When other agencies are involved in musical and arts activities such as Arts Council England or funders, we may need to share details about you to enable us to work together for your benefit.

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be disclosed (shared) include:

- students, adults have signed up for accredited activities such as Arts Award, ABRSM music examinations
- arts Council England for statistical data analysis
- notifying a school of your child's involvement in an activity
- where the health and safety of others is at risk
- notifying schools when students are hiring a resource
- child protection issues or concerns
- when the law requires us to pass on information under special circumstances,
- crime prevention or the detection of fraud as part of the National Fraud Initiative

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities – for example:

- where we encounter infectious diseases which may be a public health concern
- where a formal court order has been issued.
- child protection

Partner organisations

Reporting purposes when funding received from partners, broadening the opportunity for our customers to access high quality musical and arts activities.

These could include:

- Arts Council England



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- all schools in Northumberland
- National Portfolio organisations
- Accredited arts and examination boards
- Local Cultural Education Partnerships
- Music Education Hubs
- Eg North Tyneside who provide Pensions services on behalf of the Council
- Other NHS organisations/teams who are involved in your care

Information will be processed within the EEA and will not be shared with overseas recipients

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Music Partnership North records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Office directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact Jacqueline Craig on 01670 624040 Jacqueline.Craig@northumberland.gov.uk



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Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: casework@ico.org.uk