

Midlothian Council Instrumental Music Service Privacy Statement

Section 1: Our contact details

Your personal information is being collected by Midlothian Council Instrumental Music Service Fairfield House 8 Lothian Road Dalkeith EH22 3ZG

Section 2: Why we need your personal information?

To secure the safety and welfare of every child of school age and ensure that their education is directed to the development of the personality, talents and mental and physical abilities of the child or young person to their fullest potential.

Should we need to use your personal information for a purpose not named above we will contact you prior to using your information and seek your permission via a consent form.

The personal information we need to collect is required for to register your child for instrumental music instruction

Section 3: Legal Information

The legal basis for processing the personal information collected in the forms is:

Processing your information is necessary to take steps to enter into an agreement to supply instrumental instruction.

Personal information being collected includes the following:

Child's name, parent or carer's name, school, contact telephone numbers and a contact email

Section 4: Sharing and transfer

We will be sharing the information collected in this form with your child's school and music instructor

Your personal information will not be transferred outside of the UK

Section 5: How long will we keep your personal information? (Records retention)

We keep your personal data collected from this form in accordance with our data retention schedules i.e.: for 5 years post-school. This data will be destroyed after this period. For further information, visit our website and search for Records Management.

Section 6: Your rights

You can find more information about data protection and the rights which you have on the website of the Office of the Information Commissioner (ICO) at <http://www.ico.gov.uk>. The GDPR creates some new rights for individuals and strengthens some of the rights that currently exist in relation to data protection (although not all apply for all personal data processing):

The right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object, your rights in relation to automated decision making and the right to be informed

If we have asked for your consent in order to process your personal data, you can withdraw this consent in whole or in part at any time. We will explain the consequences of doing so in any particular case if you contact us to withdraw consent; these will be the minimum effects of us not being able to process your data for the purpose you had previously consented to.

If you are unhappy with the way we have processed your personal data, you have the right to complain to the ICO, but you should raise the issue with us first by contacting our DPO whose details are clearly noted at the start of this Privacy Notice.

The personal information we have collected from you is necessary in order to comply with our registration for instrumental instruction process. If you fail to provide us with the information we may have to stop providing related services to you in these circumstances.

We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.