



Music Service Privacy Notice

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This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Music Service - Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/music-service-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **the Wigan Music Service**.

Wigan Music Service is part of the Education Service in the Children and Families directorate and provides a wide range of music education services for schools, individual students and their families.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

We collect information to carry out activities and obligations as a Music Service. The information we may collect, store and use can include but is not limited to the following:

- Name
- Title
- Address
- Telephone numbers
- Email address
- Parent/carer details
- School year group
- Personal demographics (including date of birth and gender)
- Passport details (for overseas tours only)
- Images/photos
- For Assisted Tuition Scheme applications only: household income, free school meals eligibility, benefits you are receiving, other circumstantial details you may tell us about in your application.

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Basic student medical information and special needs
- Dietary requirements

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- To provide you with services such as instrumental lessons, instrument hire and music centre ensemble activities and musical opportunities
- To raise invoices for the services you receive from us
- To enable us to assess applications to our subsidy scheme (The Assisted Tuition Scheme)
- To process musical instrument procurement and loan agreements through our Assisted Purchase Scheme
- To enable us to complete mandatory paperwork in order to organise residential and concert tours
- To allow us to comply with juvenile licencing requirements for public performances
- To allow us to look after your child when they are in our care (medical info etc.)
- To provide an annual progress report in relation to your child's instrumental music lessons.
- To invite you to participate in online video conferencing events in order to engage you and your child in discussion and activities relating to the activity your child is a member of.

4. LEGAL BASIS FOR PROCESSING

The legal bases we rely on for processing your personal information are:

- Contract e.g. where we have entered into a loan agreement with you or service agreement and require the information to perform that contract.
- Legal Obligation e.g. where we are obliged by law to care for your child in the right way if they become unwell, where a juvenile employment licence is required and to provide equal opportunities under equality legislation.
- Consent - where we have your explicit consent e.g. to use of images /photos etc
- Public task in the public interest e.g. for safeguarding reasons

If we intend to use your information beyond legal obligations or to exercise specific rights we will seek your consent to process your information and full guidance will be provided.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's primary privacy notice:

- We are required to share basic pupil information with LA licencing officers when a juvenile employment licence is required for a performance to take place. This is limited to Name, Date of Birth and Postcode.
- We will share basic pupil information with music departments in secondary schools in order to ensure continuing access to the service and to assist with

the transition of young musicians when they leave primary school. This is limited to Name and Instrument.

- We will share student information (passenger info) with agencies and providers involved in our overseas concert tours for senior ensembles and centres who host residential courses here in the UK in accordance with tourist immigration requirements. This includes, name, date of birth, medical information, address, postcode and passport details.
- We will share information, where necessary and in accordance with the GM Music Hub partnership agreement, and with other LA Music Services for licencing and safeguarding reasons, relating to specific regional events or activities to ensure the safety of your child. This is only where your child has signed up to such an event or activity.
- We are required to provide statistical data to the Arts Council as part of our annual reporting but this is non- identifiable.

There is a legal duty on local authorities and partners to co-operate in promoting the well-being of children and young people and to make arrangements to safeguard and promote their welfare. In this context, partners who we may share information with can include but are not limited to:

- Wigan Council Education Services and other internal departments including Wigan Local Authority Designated Officer for safeguarding children and the police.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).