



# Privacy Notice

EMS860



## Privacy notice – Ealing Music Service

The **Local Authority (LA)** : Ealing Council

The Council's Data Protection Officer information can be found at:

[https://www.ealing.gov.uk/info/201045/data\\_protection/1420/privacy\\_statement](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement)

## Ealing Music Service (EMS)

Ealing Music Service is a department of Ealing Council. EMS is a fully traded organisation funded by delivery of services and grants to provide a comprehensive range of services for schools and communities in Ealing.

EMS' primary funder is Arts Council England who appointed EMS as the Lead Organisation of the Music Education Hub (known as Ealing Music Partnership) for Ealing. Arts Council Funding allows these services to be delivered at highly subsidised rate, making music education accessible to all.

Services include:

- Whole class, individual and small group instrumental and singing tuition services for Ealing schools and individual Ealing pupil/students
- Music ensemble programmes delivered through Ealing Schools, Cadenza (Saturday Music Centre) and other partner organisations
- Events and workshops
- Instrument loans and hires
- Awards (grants) for Music Education
- Continuous Professional Development

## What kind of information do you collect about me/my child?

Your personal information is collected for the purpose of delivering the service to you from:

- Application, consent and hire forms
- Contact forms, correspondence you send to EMS and additional information you provide
- Attendance registers, progression and attainment reports relating to EMS services
- Information provided by schools and other partners relating to engagement with EMS services

The categories of information we collect and process include:

- Pupil/Student/Applicant identifiers and contacts: name, address, date of birth, gender, ethnicity, school, class and specific needs
- Applicant/Parent/Carer identifiers and contacts: name, address, relationship with pupil/student, telephone number, email address
- Pupil/Student/Applicant engagement and participation in EMS services, events and activities.
- Session attendance and absences, internal assessment and attainment (EMS certificates, Board Exams)
- Details of instrument loans and hires
- Financial information relating to engagement with EMS services
- Photographs and (sound and video) recordings relating to engagement with EMS services
- Subscriptions to EMS newsletters and social media

## What do you do with information about me?

Your information is used to:

- Support pupil learning
- Monitor and report on pupil attainment and progression
- Support the administration and delivery of EMS services
- Support the development and promotion of EMS services
- Assess the quality of EMS services
- Comply with the requirements of EMS funders
- Meet the duties placed upon EMS by Ealing Council and other statutory duties.

## How do I know the information about me is kept safely?

All the information we collect is stored securely on our IT and manual filing systems. We have strict procedures for the way this is done. All information about you is treated as confidential and with respect. There are also clear rules and guidance about storing, recording and sharing information which staff receive training on.

We take information sharing very seriously. Appropriate council and health staff are Disclosure and Barring Service (DBS) checked. Any member of staff who is found to be breaking the rules will be dealt with through appropriate disciplinary procedures.

## Disclosures

We will not disclose any information we keep about you to any third parties, except for any suppliers we engage to provide services which involve processing data on our behalf.

## For how long are records held?

Records are kept only for as long as necessary, either by law or good practices.

For more information regarding records retention, please see the LA's corporate Privacy Notice at [https://www.ealing.gov.uk/info/201045/data\\_protection/1420/privacy\\_statement](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement)

## Don't you need my permission to keep and share information about me?

Your personal information is provided to EMS with your consent (permission).

This consent is provided either directly by way of EMS applications forms, consent forms or correspondence, or indirectly from EMS partners (schools and other organisations) in relationship to EMS services.

Although your information is confidential, we may have to share information about you/your family without your permission. Where this is necessary we are required to comply with all aspects of the data protection legislation.

We may need to share your information in the following circumstances:

- To protect you from harm, neglect, abuse or significant threat
- When you may need urgent medical treatment
- To prevent or detect a crime
- To comply with a legal obligation

You can withdraw your consent by contacting Ealing Music Service.

## Are there any laws applicable in the processing and protection of my information?

There are a number of laws which allow for the protection, collection and processing of your personal information for this purpose, such as:

- UK General Data Protection Regulation and The Data Protection Act 2018
- Children's Act 2004
- Childcare Act 2006 as amended Section 9 of the Apprenticeships, Skills, Children and Learning Act 2009.
- The Common Law Duty of Confidence
- The Human Rights Act 1998

## Can I see the information you have collected about me/my family?

Yes, you can request a copy of the information held. This is called a subject access request under the Data Protection Act 2018 and UK General Data Protection Regulation which contain certain rights of individuals and their personal data.

For more information regarding your rights, please see the LA's corporate Privacy Notice at [https://www.ealing.gov.uk/info/201045/data\\_protection/1420/privacy\\_statement](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement)

## Who should I contact if I want further information or to complain about the use of my personal information?

If you have a concern about the way we are collecting or using your personal data, please contact Paul Stewart, EMS Business and Development Manager at [stewartp@ealing.gov.uk](mailto:stewartp@ealing.gov.uk) or telephone 020 3882 3710 during office hours

More information on how the LA manages and uses your information can be found at [https://www.ealing.gov.uk/info/201045/data\\_protection/1420/privacy\\_statement](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement)

The Council's Data Protection Officer is Mrs L. Cox, whom you can contact on: [dataprotection@ealing.gov.uk](mailto:dataprotection@ealing.gov.uk) or telephone 0208 825 5124 during office hours.