

## Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

### Leicester-Shire Schools Music Service

#### What Information do we need from you?

We need to know the following details:

##### Child

Name, Date of birth, gender, school name, any additional needs e.g. disability, child's medical needs e.g. allergies, epilepsy etc.

##### Parent / Carer

Name, address, email address, home telephone number, mobile phone number/s, emergency contact details.

#### Why do we need this?

We need this information so that we are able to register your child for our services and provide them with adequate safeguarding and wellbeing and care whilst receiving our services. We require additional contact details in case of an emergency. As there is a charge for using our services we require other details such as address and email address in order to send out invoices. If an instrument is being loaned we also need to be aware of where the instrument is located as this remains the property of Leicestershire County Council at all times.

#### Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using your consent for us to do this.

We also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because you have given your consent and because of health or social care requirements where applicable.

#### Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else and we will not pass your details on to a third party for marketing purposes.

When it is necessary, as part of our service delivery to you we may disclose your personal information to the following partner organisations:

Arts Council England, Department for Education, Leicester City Council, The Leicester-Shire Music and Cultural Trust, Sinfonia Viva, Orchestras Live, Philharmonia Orchestra, Darbar Arts Cultural Heritage, Pedestrian Ltd, Soft Touch Arts, Transformance Music, Bullfrog Arts, Awards for Young Musicians.

#### How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

#### How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be for 6 years, from the point that you cease receiving a service from us.

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact [lsms@leics.gov.uk](mailto:lsms@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.

### **What else would we like to do?**

As your child progresses on their chosen instrument we would like to provide you with information about other opportunities that are available to your child in order to enhance their learning experience. We will only use your data to do this where you have given consent for us to do so.

### **What are your rights?**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team: [informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk)

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)