

## **Music & Arts Service – West Yorkshire Music Hub**

Our core data protection obligations and commitments are set out in [Bradford Council's primary privacy notice](#)

The Music & Arts Service is run and managed by Bradford Council and is the Lead Organisation for the West Yorkshire Music Hub.

This notice provides additional privacy information for those accessing the Music and Arts Service via the West Yorkshire Music Hub and describes how we collect, use and share personal information about you and the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity.

### **Personal information we collect and use**

#### **Information collected by us**

The information we collect will be the minimum we need to deliver our service and will include the following personal data;

- Name
- Address
- Telephone number(s)
- Medical information for medical emergencies
- Date of Birth
- School attended
- Special Needs information
- Dietary requirements (trips/conferences/concerts)
- Email address
- Credit / Debit card details – if purchasing tickets/paying for instrumental lessons/trips and accessories

#### **How we use your personal information**

We collect your personal information for the following purposes:

- You give us your information when you sign up for one of our events, or training, update your preferences on our website, book an instrumental/vocal lesson or sign up for ensemble membership.
- We also keep your details when you sign up to receive email from us.
- We use this data to provide you with the events, products, services or information you asked for, ensure we know how you prefer to be contacted, understand how we can improve our communications or events.

#### **How long your personal data will be kept**

We will hold your personal information in line with Bradford Council's retention schedule. At its expiry date the information will be reviewed, and only retained where there is an on going requirement to retain for a statutory or legal purpose. Following this your personal information will be securely destroyed.

## **Reasons we can collect and use your personal information**

The lawful basis on which we collect and use your personal data is that

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

We hold the information in line with the following legislation

Data Protection Act 2018

UK GDPR

## **Who we share your personal information with**

We may sometimes share the information that we have collected about you where it is necessary, lawful and fair to do so. We may share information with the following for these purposes:

- External music services and hubs in relation to events in order to obtain performance licences and safeguard young people

We may also share anonymised personal information with other organisations, such as Arts Council England, who use this to analyse our pupil and customer base to understand the impact of music provided across the Bradford district in relation to other Council areas.

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security incidents and we will notify you and the appropriate regulator of any incident where we are legally required to do so.

## **When computers make any decisions about you?**

The Music & Arts Service does not make or use automated decisions.

## **When your data is sent to other countries?**

We do not send any information we collect about you outside the United Kingdom.

## **Social Media**

We use social media to broadcast messages and updates about events and news. On occasion we may reply to comments or questions you make to us on social media platforms.

You may also see adverts from us on social media that are tailored to your interests. Depending on your settings or the privacy policies social media and messaging services like Facebook or Twitter, you might give third parties (like Music & Arts Service) permission to access information from those accounts or services.

## **Bradford Music & Arts Service Website**

You do not have to give us any personal data or private information about yourself to access the information on this site, unless you want to buy items online wish to sign up for instrumental/vocal lessons or ensemble membership or complete online registration forms for events etc.

The customer database for instrumental/vocal and Ensembles is provided by SpeedAdmin they have a separate privacy policy.

<https://www.speedadmin.com/en/security>

The website will automatically gather certain usage information. This collective data helps us determine how much visitors use specific parts of our site, so that we can improve it and make sure that it is as accessible as we can make it for as many people as possible. We use a system called Google Analytics to find out how people use our site.

## **Rights for individuals under UK GDPR**

- [Find out about the rights for individuals under UK GDPR](#)

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

Please contact the Corporate Information Governance Team at [dpo@bradford.gov.uk](mailto:dpo@bradford.gov.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer at [dpo@bradford.gov.uk](mailto:dpo@bradford.gov.uk) or write to: Data Protection Officer, City Hall, Centenary Square, Bradford, BD1 1HY.

The UK GDPR also gives you the right to lodge a complaint with the Information Commissioners Office who are the supervisory authority responsible to regulate and monitor the legislative obligations within the UK and can be contacted on 03031 231113.