

# Oldham Music Service Privacy Notice



**Oldham**  
Council

Date and version	1 <sup>st</sup> May 2019	Version 2.0
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## What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)

This notice provides additional privacy information for:

- Users, business partners and suppliers of the Oldham Music Service

## Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

## How will we use the information we hold about you?

We collect your personal information for the following purpose(s):

- To provide and charge for our services
- To help us to look after you or your child whilst in our care
- To communicate with you about opportunities from ourselves or our partners which are of specific music education benefit to you or your child
- For statistical analysis to ensure equality of provision

## Who will we share your information with?

We may share personal information about you or your child with the following organisations:

- Partners within the Greater Manchester Music Hub (other Music Services, specialist music schools and colleges, etc) in order to provide your child with additional musically beneficial opportunities.
- Local Authority Licensing Officers – this is a legal requirement for most public performances that involve children.
- Schools within the borough – we will share basic information about your child's music education with secondary schools as part of our transition support for young musicians moving from Y6 to Y7.

As well as information collected directly from you, we also obtain or receive information from:

- Schools: Schools will sometimes provide contact information that may be necessary to enable us to provide you or your child with our services
- Local Authority systems: We will occasionally draw down information from the Local Authority pupil database where the information that we hold on you or your child is incomplete and we need this information in order to deliver a particular service.

## How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

- For information related to billing for our services, we will keep your basic personal data (name, address, contact details) for a minimum of six years after which it will be destroyed (required under UK tax law)
- All other data relating to you will be destroyed within 12 months of your discontinued use of our services.
- Data collected for specific purposes or projects will be destroyed immediately after the project has been concluded.

### **Further information**

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 the council's privacy notice which can be found at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)