

SUNDERLAND MUSIC HUB

Privacy Notice

1. Sunderland Music Hub context and purpose of document

Sunderland Music Hub is the name of Sunderland's Music Education Hub, a partnership of schools, local authority, cultural organisations and community partners working together to deliver music activity across Sunderland. The lead organisation in Sunderland Music Hub is Together for Children, which works on behalf of Sunderland City Council. Sunderland Music Hub is funded by the Department for Education through Arts Council England. Our core business is providing schools and young people with a range of music and arts education experiences, across Sunderland and occasionally further afield, through our own activities and through our Music Education Hub partners.

This document explains how information about you will be held and processed by Sunderland Music Hub, through Together for Children and Sunderland City Council.

You can access the Privacy Notice for Together for Children [here](#), and Sunderland City Council Privacy Notice with information about the Data Protection Act 1998 [here](#).

This document contains information about:

- Who we are
- Why we collect your personal information
- The legal basis for using your information
- Who we may share your information with
- How you can access the information we hold about you
- How long we keep information about you
- Further information and Data Protection Officer

2. Who we are

Together for Children will be the Data Controller for the personal information you provide to Sunderland Music Hub. Personal information can be anything that identifies and relates to a living person. This could be your name and contact details. As the Data Controller, Together for Children will use your information to provide you with information relating to Sunderland Music Hub, and to alert you to opportunities arising.

3. Why we collect your personal information

In relation to Sunderland Music Hub, we will collect enough personal information in order to provide you with services for the following purposes.

- Information about music education activities, opportunities and events across the Sunderland Music Education Hub partnerships/member organisations, which can include news from us, our partners, plus occasional newsletters
- Information relating to ensembles/groups/clubs you or your child have already signed up for, that Sunderland Music Hub and/or Hub partners manage
- Music and arts opportunities in the local area and beyond, delivered by ourselves or our Hub partners, which we believe you or your child might be interested in
- Work experience, training and job opportunities
- Occasional information relating to fundraising activities
- Occasional opportunities relating to volunteering, networking or research

We are not permitted to collect information we do not need or will not use. This document covers information you have provided direct to the Council and information which has been shared with us by other organisations.

If we don't need your personal information we will either keep your details anonymous, or we won't ask you for it. If we use your personal information for research or analysis, we will always keep your details anonymous or use an alternative identifier. We don't sell your personal information to anyone else.

4. The legal basis for using your information

According to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we must have a reason to collect and use your information.

This is:

Contractual: to provide the musical education services you have signed up for, and to communicate with you about this activity, any changes to our conditions of enrolment and to process payments (if relevant).

Legitimate interests: To meet the legitimate aims of the service and to ensure you or your child is well supported and safe whilst participating in our activities. This includes:

- Carrying out any relevant risk assessments: Some individuals may present with a medical condition that may present a risk of harm when participating in our activities. It is vital that you share any relevant medical information
- Identifying any reasonable adjustments and adaptations to support inclusion: If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any actions we are able to take to support inclusion
- Maintaining attendance records and contact details for emergency purposes which is shared with relevant partner organisations / tutors only
- Child Entertainment Law licencing processes which are shared only with the Child Employment Team at Sunderland Council
- To train and manage our workers who deliver our services
- To investigate any worries or complaints you may have about our goods or services
- To check the quality of our goods and services
- To help with research and planning of new services

Consent:

- Filming and taking photos for training purposes and/or to promote the service on our website, social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy. We will never publish photos or footage of children without permission; and we will never publish a full name unless explicit permission has been sought and given

5. Who we may share your information with

We use a range of organisations to either store personal information or to help deliver our services to you. Sometimes we have a legal duty to provide your personal information to other organisations, for example the court service or HMRC.

Your information will not be disclosed to any other organisations, except where we are required and allowed to do so by law.

We may seek your consent if we are able to offer additional services which we believe are of benefit to you. This will be clearly communicated to you.

We will notify you of any other organisations we share information with for specific projects or opportunities or because of our Music Education Hub or other Hub partners remit e.g.

Sage Gateshead regional performances, Durham Choral Festival, Sunderland Events Team for yearly activities and regional training events. We will **only** share your details with these organisations if we have your consent. We will **not** share your information otherwise.

6. Accessing the information we hold about you

You have the right to request details of the information that is held about you and also the right to access a copy of the information. This may be by the Council providing copies of documents or by inviting you to view the records at one of its offices, if appropriate. Please see Together for Children's webpage for further information about how to make a subject access request.

Together for Children will not charge a fee to access your information. Sometimes there may be information that we are not allowed to show you, such as

- legal information or advice
- crime prevention and detection records
- information that we believe may be harmful to you and your well-being
- details about or provided by other people – this is called third party information (e.g. information from the Police or Department for Work & Pensions)

You may also ask us to

- stop processing your information if this causes or might cause damage or distress
- stop processing your information for direct marketing
- not make decisions about you using your information by automated means (e.g. using computers to decide on an entitlement)
- amend any of your data which you feel is inaccurate. You can also ask for information to be blocked, erased or destroyed
- transfer your information electronically to another service provider

Where you have given consent us to use your information, you may withdraw this at any time and we will stop processing those elements of your information that relied on your consent. You also have the right to object to processing based on our legitimate interests as outlined above.

Where processing your information is necessary to fulfil the contract between us i.e. we **need** your information in order to deliver the Music Hub service, we are unlikely to be able to stop processing without also ceasing delivery of the service.

7. How long we keep information about you

We will continue to email you newsletters about our services until you unsubscribe from the service. You can ask us to stop sending you this information at any point by contacting us or by unsubscribing directly from the email you receive.

If we retain personal information about you relating to a service / ensemble / school group you have signed up for, your personal information relating to that service will be deleted within 1 month of you leaving that service.

Images or films featuring individuals or groups will be automatically deleted from our records 5 years after they have been captured.

8. Further information

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

9. Data Protection Officer

If you are not satisfied with a response to your concerns from the Service, our Data Protection Officer Rhiannon Hood, can review any issues regarding Information Rights legislation if necessary. The Data Protection Officer can be contacted at the address below:

Data Protection Officer

Civic Centre
Burdon Road
Sunderland
SR2 7DN
Telephone: 0191 5611023
E-mail: data.protection@sunderland.gov.uk

Information Commissioner

You have the right to raise any concerns with the Information Commissioner's Office, at <https://ico.org.uk/concerns/>

or

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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

Fax: 01625 524 510