



## Privacy Notice

This privacy notice sets out how East Sussex Music (East Sussex County Council) uses and protects any information that you give us.

**Any information you give us will never be given or sold to anyone outside East Sussex Music (East Sussex County Council) without your consent unless the law requires us to do so**

We are required by central government to give information about our services for funding and education monitoring. Your participation in our activities will be included in these statistics but you will not be personally identified in any way.

**East Sussex Music** is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our service (for example signing up for our lessons or activities, joining our mailing lists etc), then you can be assured that it will only be used in accordance with this privacy notice

We may change this policy from time to time by updating this page. 'Any changes to this privacy notice will be updated on this webpage as appropriate'

### What we collect

We may collect the following information:

- Name and contact details (including email address) about you
- Name and contact details about students and those who support you
- Information about your financial status (eg if you are eligible for low income support)
- Medical and special needs information about pupils in our care where it affects how we look after or teach your child
- Preferences about things like sending you information about our services, whether we can use images of your children etc

### What we do with the information we gather

We require this information to provide you with our services, understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- Reporting to government and their agencies about pupil participation and standards (this information does not identify your child individually)
- Communication and invoicing
- Send emails about services or other information which we think you may find interesting using the email address which you have provided unless you opt out of these lists (see mailing lists later on in this notice)

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

**Retention**

So that we can report and monitor ongoing trends and track pupil learning, records of pupils' lessons with us are kept until the pupil is aged 22 and no longer learning with us. We will delete your data sooner if you request this in writing and there is no legislation which prevents us from doing so.

**Mailing lists**

When you give us your email address, it will be added to our mailing lists unless you choose not to by ticking the opt-out box which is on all our forms. You have complete control over the use of your email address. We only use email for newsletters and information sharing.

We will only send you information about East Sussex Music's opportunities for musical learning with us and other carefully selected professional organisations we think will be of educational benefit to you. For example, we would send you details of a music workshop which you may wish to attend or details of a new government initiative to help you buy a musical instrument, but we will not send you the latest offers from a third party instrument supplier who just wants to sell you a product.

You may request details of personal information which we hold about you under the Data Protection Act 1998. This is known as a Subject Access Request. If you would like a copy of the information held on you please write to us.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.