

Privacy Notice – Instrumental Music Service

Who will process your information?

The personal information you give to us through any of our forms relating to Instrumental Music Service and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the administration of Instrumental Music Service and any discounts or exemptions you or your child/children are entitled to.

Why do we process your information?

Your information is processed to help us administer Instrumental Music Service and collect tuition fees as part of the provision of the Instrumental Music Service. It is also used to ensure you get any sibling discount or SQA exam exemptions you are entitled to. Your information may also be shared with other departments within the council to protect public funds.

What is the legal basis for us to process your information?

The council processes your information in order to fulfil our contract with you, to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

Do you have to provide your information?

Without the correct information we may charge you the incorrect rate of Instrumental Music Service and you may not receive the discount or exemptions which you or your child/children are entitled to.

How do we collect information about you?

Most of the information the council holds about you will come from you as an individual. Some of the information may come from information you have already provided to your child's school.

Such information includes:-

- Name of Pupil
- Name of Parent/Carer
- Address including postcode
- Telephone Number
- Mobile Number
- School
- Year Stage
- Parent/Carer's email
- Eligibility to Discounts or Exemptions
- Name of Sibling
- Sibling's school
- Sibling exempt or paying

How long will we keep your information?

The council will hold your information from the end of the year it was provided for a period of six years. Your information will be destroyed under confidential conditions after this period.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer Instrumental Music Service and discounts and exemptions you are entitled to. The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK.

Profiling and automated decision-making

The council do not use profiling or automated decision-making for administering or collecting Instrumental Music Service or assessing discounts or exemptions.

Your rights

You have the right to:

1. Be informed of the council's use of your information

This notice is intended to give you relevant information to meet this right.

2. Access personal data held about you.

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

3. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

4. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

5. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO).

The address of their head office is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF
Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at 45 Melville Street, Edinburgh EH3 7HI
Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.