

Centre for Young Musicians Privacy Notice

This policy is of relevance to all enquirers and applicants, students, parent/carers and freelance tutors linked to the CYM centres in London, Taunton and Saffron Walden

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Approved by	 Stephen Dagg: Director: Guildhall Young Artists
Written by	Executive Assistant and CYM Administrator
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Specific Privacy notice

The Centre for Young Musicians (CYM) is a division of the Guildhall School, which in turn is a department of the City of London Corporation (“the City of London”).

This specific privacy notice covers activities relating to the provision of under 19 programmes and widening participation activities supporting recruitment to CYM London [incorporating the London Schools Symphony Orchestra (LSSO) & London Youth Wind Band (LYWB)], CYM Taunton (CYMT) and Saffron Walden CYM (SCYM) and is a part of the School’s overarching privacy notice found at https://www.gsmd.ac.uk/about_the_school/about_us/policies/privacy_notices/.

The CYM, CYMT, SCYM and Guildhall School are committed to protecting your privacy; this privacy notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how a Centre looks after your personal information please contact the City of London’s Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at information.officer@cityoflondon.gov.uk or the City of London Corporation, PO Box 270, Guildhall, London EC2P 2EJ or alternatively contact the CYM [via Elaine Lewis, CYM London Administrator, ELewis@cym.org.uk].

The scope of this document covers all CYM related activities, including enquirers, applicants, students, parent/carers, and freelance tutors¹ and for the purposes of the core student record. It also covers other external users involved in the process such as external examiners and funders.

¹ Salaried staff are covered by the City of London’s Privacy Notice.

What personal data is collected about you

We may collect your data in a variety of ways, for example:

- When you communicate with us by telephone, email or via our websites
- When you use forms to provide data e.g. on application or enrolment
- When you supply additional documentation e.g. qualification certificates or evidence of identity
- As part of processes related to an enquiry, application for any course/programme administration purpose
- As part of a process for the good management of the Centre's community
- From third parties for example from referees, funding bodies and schools

We may collect personal data such as the following:

- Biographical information including your name, gender and date of birth
- Contact details and communication preferences such as your address, email and phone number
- NI number, passport number and identity details, domicile and nationality, demographic information
- Photo for ID card
- Video recordings (including CCTV at Morley College site and other host venues of the Centres outside of London), events and rehearsal photography (*You should complete the media consent form on acceptance of your place*)
- Education and employment history including references
- Family or personal circumstances and extracurricular interests e.g. for assessment of suitability for funding or support.
- Family and parent/guardian details where relevant to our needs
- Financial information where appropriate e.g. for applying for funding support
- Your enquirer and applicant history and student record
- Course and stage details
- Attendance, progress and status
- Assessment results

We may also collect special category data (previously 'sensitive')

- For support and statutory/monitoring reporting: disability, health and medical conditions
- For admission and safeguarding purposes: criminal convictions
- For statutory monitoring and reporting purposes: racial or ethnic origin, religion or similar beliefs, sexual orientation

Personal information relating to criminal offences and convictions is also collected and although not 'special category data', is still sensitive in nature and merits higher protection. This would be collected for admission and safeguarding purposes.

Additional personal data may be collected where relevant in relation to performance licence applications, foreign tours (LSSO/LYWB), extenuating circumstances and appeals/complaints/disciplinary cases.

Reasons why we use your personal data

Specific list of uses by category See Appendix 1

- a. Recruitment and admissions
- b. Enrolment of students
- c. Academic matters
 - i. Assessment and progression
 - ii. Core teaching and learning and academic conduct
 - iii. Awards
 - iv. Maintaining student records
 - v. Assessing eligibility for funding
- d. Information services including email addresses
- e. ID cards including photo
- f. AV Recordings
- g. Employment purposes
- h. Monitoring equal opportunities
- i. Safeguarding
- j. Social media (e.g. Facebook, Instagram)
- k. Fees, funding and debt recovery
- l. Other admin
 - i. Statistical analysis and research
 - ii. Returns for government bodies (e.g. Dept. for Education, Arts Council England)
 - iii. Audits
 - iv. Operational information e.g. IT support, building closures, safety
 - v. Promoting services
 - vi. Safety of individuals and assets including use of CCTV
 - vii. Preventing crime
 - viii. Complaints, appeals and disciplinarys
 - ix. Enquiries
- m. When necessary to protect your or another person's vital interests

Why we hold your data and legal basis

The law requires us to tell you the legal basis on which we process your data.

Some activities (for example using your images) require your consent. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity. You will be asked to complete a media consent form on accepting a place at a Centre. Additional information is given in our web site privacy notice

Other activities are carried out to fulfil an agreement. If the carer agreement has been signed we will process your data based on that agreement.

In some circumstances the law requires us to disclose information to another party. An example is to reclaim tax on Gift Aid. If you Gift Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date(s) and amount(s) of any such donation, otherwise we are unable to claim Gift Aid.

The processing of your personal information for the above purposes is necessary:

- To interact before enrolment as part of the enquiries and admissions process
- To meet our contractual obligations (e.g. to manage your student experience and welfare while studying at a Centre)

- To comply with a legal obligation (e.g. equal opportunities monitoring)
- To perform tasks we carry out in the public interest (e.g. teaching)
- For legitimate interests (e.g. to enable your access to other CYM services)
- To protect the vital interests of you or another person

We may share information about upcoming events, courses, performances and other activities, our news, and other ways you can get involved with the Centre, unless you choose to unsubscribe which you can do at any time by emailing elewis@cym.org.uk.

How do we keep your data safe?

The Centre for Young Musicians commits to keeping your data securely and treating it with sensitivity.

All personal data that we hold is stored on the Database with appropriate security measures in place. Any staff with access to this information will have completed the City of London data protection training. The database can only be accessed by people who need it to do their job.

Who we can share your personal data with

Your data will be used by staff and contractors within a Centre for the purposes specified.

Once you leave the CYM, we will invite you to become a lifelong member of our alumni community. If you give your consent we may continue to contact you via post or via email.

The Guildhall School (and CYM as a division of the School) is a department of the City of London Corporation and shares the same data controller. Where services are provided by central City of London departments or shared with other departments within the City of London, your data may also be shared with those departments.

For example this may include:

City of London Finance and Procurement Services: your financial account with the CYM is held by the City of London. Any records of bank details that are sent between the CYM and the City of London will be transferred securely.

Local Authorities: when applying for performance licences

Internal auditors: For the purpose of auditing the services provided by the CYM, personal data may be processed by internal auditors, however data that may need to be removed from a CYM will be anonymised first.

The Centre for Young Musicians will never pass information to third parties except in the following cases outlined below.

- Funders and/or sponsors e.g.
 - The Foundation for Young Musicians and organisations who provide funding through the FYM
 - Funders of any awards or prizes
- External examiners and individuals involved in relevant CYM committees and procedures
- Current education providers (e.g. schools)

- Our bank to process payments
- Cloud Hosted systems and Databases e.g. Activity Manager, Visiting Teachers VT2000, Dropbox
- Relevant Government Departments
 - Home office
 - Local Authorities for performance licences
 - Department for Education
 - Arts Council England
- Relevant executive agencies or non-departmental public bodies
 - UK Visas and Immigration
- Independent Safeguarding Authority
- Police and law enforcement agencies
- Emergency services

Under these circumstances we always make sure that data is shared in accordance with data protection law and that appropriate controls are in place regarding how your data is handled and will ensure they never use the data for non-CYM purposes. We will never sell your information to a third party.

External systems administrators for which we have a contract e.g.

- External travel operators e.g. ACFEA/One Stage

Situations when your personal data might be sent to other countries include:

- When the Centre uses third-party software such as SurveyMonkey and/or MailChimp to contact you
- To provide vital information regarding dietary requirements or other special needs to hotels for foreign tours

How long we keep your personal data for

Personal data will be processed in accordance with the Centre's retention policy which is currently under review.

Some information may be retained indefinitely by us in order to maintain your academic record for archiving purposes.

Appendix 1 - Categories of person (not exhaustive) – each may have specific categories or examples

1. Student on Saturday Centre programme including CYM London, CYMT, SCYM (all student applications, enquirer records)
2. Student not on Saturday Centre programme (LSSO, LYWB Holiday Courses etc.) and not included in 1)
3. Non-enrolled applicant for Saturday Centre programme and not included in 1) or 2) (all application and enquirer records)

4. Non-enrolled applicant for non-Saturday Centre programme and not included in 1, 2, 3,
5. Enquirer not in above (all enquirer records)
6. User accounts (not in above – incomplete application may have been deleted)
7. Freelance Tutors
8. External Examiners
9. Temporary staff e.g. chaperones (may have personal email or phone numbers)
10. Next of Kin and Emergency Contact (linked to applicants and students)