

# Middlesbrough Council

## Musinc Privacy Notice

### Who are we and what do we do?

Musinc is a musical inclusion programme hosted by Middlesbrough Council and delivered across the four Tees Valley local authorities to people of all ages. The programme aims to break down barriers to ensure that anyone regardless of background or circumstance can participate in music making activities.

### What type of personal data do we collect and how do we collect it?

We collect the information from people who use the service and parents or carers, from professional musicians and tutors who work with us, and from other organisations that refer young people to us.

Personal data we collect can include names, email address, phone number, date of birth, payment details, access requirements, dietary requirements, contact preferences, emergency contact details, background details about service users, first language, music interests and preferences, music related qualifications and experiences, gender identity, financial economic situation or barriers, children looked after status, refugee asylum seeker status. We also collect billing address and employer information for professionals.

We collect special category data about health, racial/ethnic origin, and religious/philosophical beliefs. We also collect criminal convictions and offences information from professionals we work with.

### How the Law allows us to use your personal data

We use personal data to deliver our services as part of our 'legal obligations' and 'public tasks'. Sometimes we may ask for your 'consent' to share information about you, including videos and photos, with others. We use special category data where there is a 'substantial public interest' such as for 'Statutory etc and government purposes' or 'Equality of opportunity or treatment'. We use criminal convictions and offences data to comply with our 'legal obligations'.

We use data about self-employed professionals when we enter into a contract with them for their services.

Some of the laws that permit or require us to deliver these services includes the Local Government Act 1972, Safeguarding Vulnerable Groups Act 2006, Health and Safety at Work Act 1974, and the Equality Act 2010.

### What is your personal data used for?

We use personal data to provide music services through open access groups, 1-2-1 tuition, bespoke projects and programmes, performance and events and to provide information about our services to the community and to evaluate their effectiveness and report to our external funders. We also use this information to safeguard children and young people, to protect the health and safety of everyone we work with, and to ensure that our services are provided equally and are accessible to those most in need.

### Will your personal data be shared?

We sometimes share your data with our external funding bodies where you have consented. We also share data with schools and academies for facilities bookings and our delivery partners who provide professional music and tutor services. We might have to share data with safeguarding or health and safety organisations.

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### How do we keep your personal data secure?

We keep your data safe with our data protection and security policies, information security incident reporting, data and device encryption, system and data access controls, user accounts and passwords, physical and environmental security, staff vetting practices, staff training and awareness, data back-ups, ICT network penetration testing, and business continuity and disaster recovery plans.

### How long will we keep your personal data?

We will only hold your data for 6 years after you stop using our services. We may hold some data for longer if it is about a safeguarding or health and safety incident.

### Is your personal data processed overseas?

We use some online services to host or share your data, such as YouTube, social media sites, and DropBox, but we only do so with your consent after we have explained the risks.

### Marketing, Use of Media, and Cookies

We will only send you 'public service messages' about services that you have requested or been notified about.

We use photographs and videos of people we work with to provide information about our services to the community but we will only do this where you have told us that you do not object. We also share this type of information, with your consent, with our external funders.

With your consent, we use the following cookies on our website:

Cookie name	Expiry	Cookie detail
GPS	30 minutes	This cookie is used by Google to enable tracking based on the mobile devices GPS signal
PREF	8 months	This cookie allows Google to see statistics on how visitors use YouTube videos on the website
VISITOR_INFO1_LIVE	6 months	Estimates the users bandwidth use on a page
YSC	End of session	This cookie is used to keep statistics of what videos are viewed by the user
_ga	2 Years	Google analytics to monitor your activity on our website
_gat	1 day	Google analytics to monitor your activity on our website
_gid	1 day	Google analytics to monitor your activity on our website

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### What are your information rights?

Your Information Rights are set out in law and, subject to some exceptions, you have the:

- Right to rectification – to ask for information to be corrected
- Right to erasure – to have your personal data deleted
- Right to object – to how you data is used
- Right to restriction – to request limits on how your data is used
- Right to portability – to request that we move your data to another organisation
- Right of subject access – to request a copy of data the Council holds about you

### Making a complaint

If you have any concerns about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office. Visit the website of the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

### Contact

If you would like to discuss anything in this privacy notice or your information rights, please contact:

**The Data Protection Officer**

Middlesbrough Council

PO Box 500, Middlesbrough, TS1 9FT

Phone: 01642 245432

Email: [dataprotection@middlesbrough.gov.uk](mailto:dataprotection@middlesbrough.gov.uk)