

Privacy Notice (How we use information supplied to us)

STUDENTS

The categories of student information that we collect, hold and share include:

- Personal information (such as name, address, telephone and email contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Audition/assessment information
- Relevant medical information that you have provided
- Special educational needs and disability information
- Consent forms for photography/video recording and leaving the building

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to comply with the law regarding data sharing

Storing student data

Data is stored in locked cabinets and computers and portable storage devices are password protected. We hold student data for the period of their study at YYM and until the student reaches the age of 25.

Sharing of student information

We share student information with:

- the Department for Education (DfE) Music and Dance Scheme and Yorkshire and Humber Music Hubs where appropriate and necessary
- any other body requiring us, by law, to share information

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us so to do.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins Music and Dance scheme funding and monitoring.

PARENTS

We share parents information with the Department for Education (DfE) on a statutory basis. This data sharing underpins Music and Dance scheme funding and monitoring.

STAFF

The categories of staff information that we collect, hold and share include:

- Personal information (such as name, address, telephone and email contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information that you have provided
- Relevant financial details

We use staff data:

- to support staff in their work for Yorkshire Young Musicians
- to process pay details
- to monitor and provide appropriate pastoral care where necessary

Storing staff data

Data is stored in locked cabinets and computers and portable storage devices are password protected. We hold staff data for the period of their employment at YYM plus seven years unless there is a Safeguarding/Child Protection issue in which case we retain indefinitely.

Sharing of staff information

We share staff information with:

- Luminate Education Group for the purposes of payroll and pension administration
- any other body requiring us, by law, to share information

We do not share information about our staff with anyone without consent unless the law and our policies allow us so to do.

Requesting access to your personal data

Under data protection legislation, students, parents and staff have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact YYM OFFICE, PO BOX 402, Worksop S80 9HG

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

YYM, PO BOX 402, Worksop, S80 9HG.