



## Coventry City Council (CCC) Privacy Notice for Coventry Music

Coventry City Council Complies with the Data Protection Act and the GDPR and is registered with the Information Commissioners Office (ICO) as a Data Controller.

This Privacy Notice explains how personal information is going to be used, what for, who it will be shared with and why.

### Why we collect and use Personal Data about you

We collect and hold personal information relating to Coventry Music registration forms, registers, and instrument hire agreements

We use this information to:

- Provide you with necessary and appropriate services
- Help us to develop and improve our services
- To record attendance for health and safety and safeguarding purposes
- For audit and debt collection
- Complete statistical returns to Government departments
- For child licensing

Our lawful basis for processing is consent

### What information do we collect about you?

We collect the following information from you:

- Name of student
- Name of parent/carer
- Contact details
- Date of birth of student
- School attending
- Medical information
- Ethnicity
- Disability
- Bank details (if applicable)

### Who we share Data with?

We will share data with tutors who provide tuition on our behalf and hub partners who provide services and/or grant funding on our behalf: - see our website

([www.coventrymusichub.co.uk/partners](http://www.coventrymusichub.co.uk/partners) for a list of our hub partners)

### How long will we keep your information?

We will only keep your information for as long as we need to, so we can give you the service you need, unless we must keep it for legal reasons.



## Your Rights

You have the right to:

1. Ask to see the personal information we hold about you
2. Ask us to change information we hold about you if it is wrong
3. Withdraw your consent
4. Ask us to delete the information we hold about you
5. Ask us to limit the way we use your personal Information
6. Data portability (have your data transferred to another Authority)
7. Complain to the Information Commissioner's Office

To exercise any of these rights please contact Coventry Music and/or email [music@coventry.gov.uk](mailto:music@coventry.gov.uk)

## Withdrawal of Consent

Where personal data is processed on the basis of consent, you will have the right to withdraw that consent. However, Coventry City Council process personal data that it is necessary to do so in order to comply with our legal obligations and to enable us to perform tasks carried out in the public interest.

## Contact us

Coventry Music  
Enterprise House  
Foleshill Enterprise Park  
Courtaulds Way  
Coventry  
CV6 5NX

Tel: 02475 270955

Email: [music@coventry.gov.uk](mailto:music@coventry.gov.uk)  
[www.coventrymusicclub.co.uk](http://www.coventrymusicclub.co.uk)

## Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the council regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision. [DPOTeam@coventry.gov.uk](mailto:DPOTeam@coventry.gov.uk)

If you are not satisfied with any outcome from the DPO you may wish to apply to the Information Commissioners Office at:  
The Information Commissioners Office,  
Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF.

*Date of last review: Aug 2020*