

Fair Processing Notice

The Head of Service, in the name of the Isle of Man Music Service, is a data controller for the purposes of the Data Protection Act 2002/General Protection Regulation (Isle of Man) Order 2018.

The contact details for the Data Controller are:

Isle of Man Music Service

Music Centre

St Ninian's Lower School

Heywood Avenue

Onchan

IM3 3AR

Tel 686558, Email: MusicServiceEnquiries@sch.im

In addition to the information set out in the Isle of Man Privacy Notice, we may also collect the following information about your child as required by the Education Act 2001 and the Registration of Pupils Regulations 2016:

1. full legal name
2. gender
3. date of birth
4. school year group
5. the address and postcode of the pupil's usual residence
6. the school the pupil attends
7. the name and address of every person known to the school to be a parent of the pupil and at least one emergency contact telephone number
8. day pupil or boarder
9. date of commencing tuition with the Music Service
10. date of leaving the school and/or music tuition with the Music Service
11. usual mode of transport to and from Manx Youth Orchestra (where applicable)
12. (where applicable) that the pupil has been found eligible for free school meals
13. attendance
14. medical information for the vital interests of children where appropriate
15. academic achievements – music related only
16. musical skills and abilities
17. musical progress
18. special educational needs information

19. course information
20. instrument learned within the Music Service
21. make, model and serial numbers of instruments hired from the Music Service
22. membership of the Manx Youth Orchestra
23. fees payable

The Data Protection Officer for the Department of Education, Sport and Culture is: Andrew Shipley, Department of Education, Sport and Culture, Hamilton House, Douglas, IM1 5EZ. Tel 01624 685828. Email: DPO-DESC@gov.im

How we will use the information we collect about you

The Isle of Man Music Service may use your information to:

- register your child to receive instrumental lessons in school
- record attendance information
- produce a curricular record containing:
 - information about your child's progress in their instrumental or vocal lessons
 - academic achievements in relation to their musical studies
 - skills and abilities
 - (where applicable) any special educational needs to support their musical progress
 - (where applicable) whether teaching is in a special needs unit or elsewhere
- produce a record of the studies undertaken
- (where applicable) produce a termly invoice for tuition fees, Manx Youth Orchestra and transport fees, instrument hire

The Isle of Man Music Service has a statutory obligation to seek parental permission before sharing your data with third parties. Information obtained or disclosed by third parties will not be used for any purpose other than supporting the delivery of teaching and learning. Failure to provide information may impact on support in lessons, the quality of teaching and learning and achievement in examinations.

How we will share the information we collect about you

Third parties we may share your data with include, for example:

The Department of Education, Sport and Culture for exam/level and pupil progress monitoring – pseudonymised so no person is identified by DESC

Media – e.g. IOM newspapers for reporting achievements

Protecting your information

The Isle of Man Music Service will:

- keep your information safe and secure in compliance
- only use and disclose your information as detailed above, where necessary
- retain the information for no longer than is necessary and your information will be permanently deleted once the timeframes set out below have been reached (there will need to be an authorisation process, to dispose of this in line with our Records Management Policy and retention periods as outlined below (unless there is an over-riding reason to retain this information)).

More information

You can find out more by:

- Looking at the Isle of Man Government Privacy Policy here: <https://www.gov.im/privacy>
- Contacting our Data Protection Officer who is: Andrew Shipley, DPO, Hamilton House, Peel Road, Douglas, IM1 5EZ. Tel 685828 Email DPO-DESC@gov.im
- Asking to see your information or making a complaint if you feel that your information is not being handled correctly by contacting the Head of Music Service as Data Controller for the Isle of Man Music Service (contact details above)
- Making a subject access request which is a request for all the personal data we hold about you
- Obtaining this information in large print, braille or in an alternative language.

Your rights

You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate. To make any request relating to your data held by us, please contact the Data Protection Officer for the Department of Educations, Sport and Culture who is: Andrew Shipley, DPO, Hamilton House, Peel Road, Douglas, IM1 5EZ. Email DPO-DESC@gov.im.

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on www.inforights.im or the relevant supervisory authority. You may have a right to other remedies.

Isle of Man Music Service Retention Periods

Document Type	Retention Periods [Time period with confirmation of date this time period runs from/to]
Pupil record (unless there are particular circumstances such as legal action requiring a different retention period)	Date of leaving Music Service tuition + 12 months
Staff administration	Termination of employment + 12 months
Teaching and Learning record	DOB + 25 years
ITSLEARNING	Date of leaving school + 12 months
Google domain	Date of leaving school + 12 months
Consent forms	Until re-issued or replaced, or August after your child discontinues their Music Service tuition