



PRIVACY AND DATA PROTECTION POLICY FOR CHILDREN, PARENTS AND DONORS

INCLUDING OUR DATA PROTECTION COMPLAINTS POLICY

YOUTH MUSIC CENTRE (YMC) is a small charity which provides children with a musical education. It was established in 1967 and since that time has become one of the foremost Saturday morning music schools in London.

YMC collects a variety of information necessary to carry out its objectives, provide its educational services and deal with fundraising.

This **privacy notice** for children, parents and donors tells you what to expect us to do with your personal information.

It also provides details of our **Data Protection Complaints Policy** (see end).

A. Contact details

Please contact YMC by email to henry@youthmusiccentre.uk

What information we collect, use, and why

We may collect or use the following information to provide our services, including to administer our bursaries

- Names and contact details
- Addresses
- Date of birth
- Emergency contact details
- Photographs or video recordings
- Service use history
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)

- Dietary information (including allergies and health conditions)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Information about income and financial needs for funding or personal budget support
- Payment details (including card or bank information for transfers and direct debits)

We may collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Addresses
- Payment or banking details
- Donation history
- Tax payer information (for Gift Aid purposes)

B. Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website, current links are included below.

Lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to provide our services are:

- Consent - we have permission given by you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information to receive donations or funding and to organise fundraising activities are:

- Consent - we have permission given by you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

- Directly from you

- From family members or carers

Which lawful basis we rely on may affect your data protection rights which are set out in brief below.

Your data protection rights

You can find out more about your data protection rights and the exemptions which may apply on the ICO's website, current links are included below:

Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#roa> .

Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#rt>.

Your right to erasure - You have the right to ask us to delete your personal information. Read more about the right to erasure at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#rte>

Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#rtrop>.

Your right to object to processing - You have the right to object to the processing of your personal data. Read more about the right to object to processing at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#rto>.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#rt dp>.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent at <https://ico.org.uk/for-organisations/advice-for-small-organisations/privacy-notices-and-cookies/create-your-own-privacy-notice/your-data-protection-rights/#rtwc>.

If you make a request to us in relation to your data, we must and will respond to you without delay, and in any event within one month.

To make a data protection rights request, please contact us using the contact details above.

C. How long we keep information

YMC will only keep your data for as long as it needs it, and for a maximum of 7 years.

DATA PROTECTION COMPLAINTS POLICY

If you have any concerns about our use of your personal data, you can make a complaint to us using the details at the top of this privacy notice.

Our complaints policy:

- We will endeavour to deal with any complaint timeously. Please send your complaint to henry@youthmusiccentre.uk
- We will acknowledge receipt of your complaint within 30 days of receiving it;
- A member of YMC's staff, or (if appropriate) a trustee of the charity, will consider your complaint. We will, without undue delay, take appropriate steps to respond to

your complaint, including making appropriate enquiries, and keep you informed about it;

- We will endeavour to respond substantively within 60 days of the complaint and tell you the outcome of your complaint.

If you remain unhappy with how YMC has used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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