



Peterborough City Council Privacy Notice for Peterborough Music Hub

Peterborough 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 Peterborough Music Hub WCIT application forms, registration forms, and instrument hire agreements and service level agreements.

We use this information to:

- Provide you with necessary and appropriate services
- Help us to develop and improve our services
- For auditing purposes
- Complete statistical returns to Government departments and Arts Council England

Our lawful basis for processing is consent

What information do we collect about you?

We collect the following information from you:

- Contact details
- Name of school
- Address of school

Who we share Data with?

We will share data with Peterborough Music Hub associated tutors who provide tuition on our behalf and hub partners who provide services and/or grant funding on our behalf: - see our website (<http://www.peterboroughmusicclub.org.uk/> 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. Complain to the Information Commissioner's Office

To exercise any of these rights please contact Peterborough Music Hub

musichub@peterborough.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, Peterborough Music Hub 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

Peterborough Music Hub, Sand Martin House, Bittern Way, Fletton Quays,
Peterborough, PE2 8TY

Tel: 07908 223670

Email: musichub@peterborough.gov.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 Information Governance Team and request a review of the decision. Please contact the Information Governance Team by telephone on 01733 452533 or email foi@peterborough.gov.uk.

If you are not satisfied with any outcome you may wish to apply to the Information Commissioners Office at:
The Information Commissioners Office,
Wycliffe House, Water Lane,