

Pupil Information: How we use it



What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- Support our pupils' teaching and learning.
- Follow and report on our pupils' progress.
- Deliver the Music Service we offer which you have asked us to provide.
- Inform parents of music events, concerts, trips and residential visits.
- Raise invoices for lessons, borough ensembles and Saturday Music Centre.

The information we collect, use and store includes names and contact details, pupil date of birth, assessment marks and results, attendance records, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion and any relevant medical information. Parents billing information is also stored for invoicing purposes.

Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware their information has been passed to Solihull Music Service

For pupils engaging with the Music Service and Saturday Music Centre, we will also receive the above types of personal information, where relevant, from the schools/educational establishment that pupils attend and may also receive information from the Local Authority (LA) and the DfE.

<https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

Who we share it with

Effective and relevant information sharing between parents, schools, LAs is necessary to ensuring that all children are safe and receiving suitable education.

1. Local Authority and Department for Education

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social

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Services at the LA or to request education support services.

3. Other organisations – information shared

If appropriate children's DOB, and place of residence will be shared with the Solihull MBC education enforcement team with issues surrounding child licensing and music tours. Information will also be shared with external Music exam boards if pupils enter an exam through the Music Service

Information about all Music Service activities will also be entered on the Solihull MBC Evolve trip software which will include pupil's names and emergence contacts and any relevant medical information.

4. Schools

We will also pass information about Pupils progress/welfare to their school if relevant.

How long we keep it

Solihull Music Service keeps information up to seven years after a pupil(s) have stopped using the service.

Your rights

Data Protection law allows an individual to ask the Solihull Music Service for copies of the information we hold about them or their children. If you would like more information about this please contact Mr **R Jones – Assistant Head of Service**. If at any point you believe the information we hold is inaccurate or you have concerns about our use of it please let us know.

Other Consent

We have collected consent to process information about/on ***photos, concerts, filming and any other information that is appropriate*** please note, you have a right to withdraw consent at any time and can contact the Music Service to do this.

Contact

For more information on the content of this Notice, how **Solihull Music Service** complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact **Mr R Jones Assistant Head at Solihull Music Service** who will respond or investigate the matter. If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO)