



From mountain to sea

Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To provide Instrumental Music Tuition

Your information is collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data	
<ul style="list-style-type: none">• 6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract	X

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

The data is needed to provide instrumental tuition. If the correct information is not provided the service will not be able to provide tuition.



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Your information will be shared with the following recipients or categories of recipient:

- Instrumental Music Service (Aberdeenshire Council)
- Paritor (Music Tuition Management System)
- SEEMiS (Educational Information Management System)

Information we collect will be shared with the above Instrumental Music Service and Information Management Systems to provide music tuition and thereafter process tuition fees, discounts and exemptions.

- Improvement Service

The Improvement Service is a national improvement organisation for Local Government in Scotland. Each year a survey is carried out by the Improvement Service on behalf of Heads of Instrumental Tuition Scotland (HITS) as a means of sharing a national picture of instrumental music services (IMS) and best practice within these services.

Summary figures only, are provided with no personal details shared. For example, the number of pupils in Aberdeenshire who participated in instrumental music lessons during the year.

Information regarding Free School Meal registrations and the number of pupils by Scottish Index of Multiple Deprivation (SIMD) decile may also be shared in summary format. Where necessary, pupil numbers by category may be combined for suppression and data protection purposes to avoid disclosing low numbers (i.e. between 1 and 4)".

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

"Not applicable".

The retention period for the data is:

6 years



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The following automated decision-making, including profiling, will be undertaken:

“Not applicable”.

Please note that you have the following rights:

- to lodge a complaint with the Information Commissioner’s Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.