

# Music Tuition and Highland Young Musicians Privacy Notice

## Purpose

Music Tuition and Highland Young Musicians (HYM)

## Description

### Music Tuition

High Life Highland offer customers the opportunity to apply for tuition for their child(ren) within Highland schools. We require personal information to accept children into tuition and this information is stored in our music tuition database system. Where payment is required, completion of a direct debit mandate is necessary to allow monthly payments to be collected. Benefits exemption criteria is also required for some students.

### Highland Youngs Musicians (HYM)

High Life Highland invite young musicians from across Highland to participate in our HYM music groups. Personal information is required to accept children into these activities. If payment is required, this will be collected via online card payment.

## If you do not give us your information

If personal details are not provided, we are unable to provide music tuition or access to HYM groups for your child(ren).

## Conditions for processing personal information

**Contract** - we need to process this personal information to fulfil our contract with the customer (Article 6(1)(b) of GDPR)

Where we collect information about medical conditions, we need your consent to process that data:

**Consent** – article 6 (1)(a) – we require your personal information to process and manage Highland Young Musician rehearsal weekends and concerts.

## Your rights

- Access to personal data
- Amendments to your data
- Removal of your personal data
- Change the way we process your personal

data [Find out more about your rights](#)

### **How to withdraw consent**

If you wish for your personal information to be removed from our records please email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com)

### **Who we share your information with**

High Life Highland processes your personal data using third party software and payment systems in order for us to administer music tuition. For a list and more information on third party processors please visit: [www.highlifehighland.com/GDPR/DataProcessors](http://www.highlifehighland.com/GDPR/DataProcessors)

### **How long we hold your information**

Your information will be held for 1 year after your child ceases tuition.

### **Automated processing**

Your personal information is not subject to automated decision making or profiling.

### **Data Controller**

The data controller is The Highland Council (High Life Highland delivers services on behalf of The Highland Council).

### **Data Protection Officer**

Contact our Data Protection Officer:

Data Protection Officer  
Highland Council  
Headquarters Glenurquhart  
Road  
Invernes  
s IV3  
5NX  
01463 702029

[DPO@highlifehighland.com](mailto:DPO@highlifehighland.com)

### **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's  
Office Wycliffe House  
Water  
Lane



Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>

