

## **Wiltshire Music Connect**

### **Privacy notice for award nominations**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

#### **Who we are**

Wiltshire Music Connect is the **Music Education Hub** for Wiltshire. **Music Education Hubs** are funded by the government through Arts Council England and are a key part of the [National Plan for Music Education](#).

The Wiltshire Music Connect Awards are designed to recognise people and schools in the county who dedicate themselves to creating outstanding music education for children and young people. Each year there are different award categories each with their own criteria.

#### **Personal information we collect and use**

##### **Information collected by us**

In the course of running the Wiltshire Music Connect Awards process, from nomination to awards, we collect the following personal information, when you provide it to us:

- nominee's personal information (such as name, school or organisation)
- nominator's personal information provided (such as name and email address)
- information provided by the person giving consent if parent/guardian/adult supervisor (such as name and email address)
- reason for nomination (achievements and efforts recognised)

We may also obtain personal information from other sources:

- further comments /evidence of achievements and efforts of nominees

#### **How we use your personal information**

We use your personal information to:

- maintain a secure nominations log for recording purposes within the category nominated. This data is held with a central team and shared with the judging panel.
- enable judging rounds throughout the process.
- securely save your nomination form and further information submitted into a secure area
- to present awards at various public events.
- To notify nominators that their nomination has been successful.
- To notify nominees that they were nominated.
- To notify successful nominees.

- evaluate and quality assure the services we provide throughout the organisation of the Wiltshire Music Connect Awards.

### **How long your personal data will be kept**

We will hold all information securely by retaining the name and contact details of the nominees to be able to invite to events and promotion of their award after the event. All nomination forms are securely destroyed after one year.

Any photos and recordings will be used by Wiltshire Music Connect and will be placed online and enter the public domain.

### **Reasons we can collect and use your personal information**

We collect and use your personal information as we have a legitimate interest to collect Wiltshire Music Connect Awards nominations to promote positive stories.

Following receipt of nominations, we rely on consent to process your personal information and proceed with the judging and award stages. If you are 18 or over we will seek your consent. If you are under 18 or have difficulty in making your own decisions, we will seek consent from your nominated adult.

You may withdraw your consent at any time. If you withdraw your consent prior to judging your nomination will not be processed any further and any personal information that had been collected will be held in line with the Wiltshire Music Connect data protection policy.

If you are nominated for a Wiltshire Music Connect Award and you remove your consent after the awards event, your name will be removed from the website.

If you withdraw your consent to photographs and video recording being taken prior to the award ceremony your photograph will not be taken at the event.

If you withdraw your consent after the photographs have been put up online, if able to we will remove your photograph from the webpage.

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

- Nominations are passed to the judging panels
- The person or organisation who made the nomination will receive information on how far nomination has got.
- Wiltshire Music Connect team, in order to issue press releases which are issued following judging rounds

- The presenters of the award ceremony so that they can read the agreed script and share the story with the audience

We will share personal information with law enforcement or other authorities if required to do so by applicable law.

## Your rights

Under GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under GDPR.

If you would like to exercise a right, please contact [info@wiltshiremusicconnect.org.uk](mailto:info@wiltshiremusicconnect.org.uk)

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Who to contact**

Contact [info@wiltshiremusicconnect.org.uk](mailto:info@wiltshiremusicconnect.org.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.