

## Tower Hamlets Arts & Music Education Service Privacy Notice

### Data Controller and Purpose

This privacy notice applies to you (the service user) and the London Borough of Tower Hamlets (the Council). The Council takes the privacy of your information very seriously. This privacy notice applies to the Council's use of any and all of the data provided by you or collected by the Council in relation to your use of this service. It is important that you understand that sometimes we will need to share your data with other agencies where necessary or appropriate and by engaging with our service you understand that that your data may be shared.

The information you provide will be used by the London Borough of Tower Hamlets' Tower Hamlets Arts & Music Education Service, to enable functionality of the service. This includes processing of applications for centres, delivery of projects, CPD and ensembles and invoicing. The Tower Hamlets Arts & Music Education Service is provided jointly with London Borough of Tower Hamlets and the participants are Joint Controllers of the data you provide. Data is only used for the purposes you intend it to be used.

We have received personal data from staff including school and THAMES workforce, pupil information from our schools and ensembles, external partner organisations and will use this for enabling delivery of our service provision for the individuals and groups. From time to time we seek permission for the use of photographs for publicity purposes.

**Data collected as part of our Online Tuition service will be securely stored and only used for the intended purpose. The data may be used by LBTH teams in order to process vital functions (e.g. safeguarding checks). Recorded footage will be maintained as part of our audit and safeguarding policy, for 7 years in line with the LBTH retention policy.**

We process your data in accordance with the General Data Protection Regulation (GDPR) and if you have any concerns the Council's Data Protection Officer can be contacted on [DPO@towerhamlets.gov.uk](mailto:DPO@towerhamlets.gov.uk)

### Condition for Processing Personal Data

It is necessary for us to process your personal data (name, address, contact details), under Article: 6(1)(a) consent and 6(1)(b) performance of a contract. We will also process more personal data (health, personal and household circumstances) under 9(2)(b) employment, social security or social protection law, collective agreement, to assess and prioritise the services we provide.

A delay in you providing the information requested may result in a delay in providing appropriate services.



## How long do we keep your information?

We will only hold your information for as long as is required by law and to provide you with the necessary services. This is likely to be for 7 years after the case is closed. For further details, you can view our [Retention Schedule](#).

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this for statistical analysis of data to allow the Council to effectively target and plan the provision of services.

## Information sharing

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf. As stated above this will include information for invoicing and payment purposes, running of music events or projects.

The council has a duty to protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. Information may be shared with internal services and external bodies like the Audit Commission, Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. This activity is carried out under Article 9(2)(b) of the GDPR, under social protection law.

## Your Rights

You can find out more about your rights on our [Data Protection Page](#) and how to complain to the Information Commissioner.

**If you have any queries about GDPR and Data Protection please do not hesitate to contact the THAMES Office on 0207 364 0431.**

