

Data Protection (GDPR) at

Resonate, Liverpool's Music Hub

For general questions or advice about Resonate's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's personal information please contact: Helen McCullen, Data Protection Officer (DPO) on 0151 330 5122 or email us at ao@notredame.liverpool.sch.uk

If you prefer, you may contact the local authority direct through Chris Walsh:
<https://liverpool.gov.uk/privacy-notice/help-and-advice/>

Resonate, Liverpool's Music Hub Privacy Notice

How we collect student data.

We collect student information under the guidance of the Education Act 1996 and the EU General Data Protection Regulation 2016/679 (GDPR) which came in to effect in May 2018 and includes Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'. You may wish to refer to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We use student data:

- to support student learning;
- to monitor and report on progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to keep pupils safe;
- to comply with the law regarding data sharing.

The categories of student information that we collect, hold and share include:

- Personal information (such as name and address);
- Any relevant medical information;
- Special educational needs;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences).

Collecting student information.

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

For details regarding the retention of information please refer to the Notre Dame Catholic College's [Retention of Documents and Records Management Policy](#).

Resonate uses a tuition management service called Paritor to manage student and school information. The privacy and GDPR statements for all data processed and controlled by Paritor can be found on [Paritor's](#) main website.

Who do we share pupil information with?

We may share student information with:

- Local authority;
- Examination boards such as Associate Board of the Royal Schools of Music;
- Arts Council England (this is aggregate data which does not identify individuals).

Why we share student information?

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Student photographs

There may be occasions when Resonate requests permission from parents to photograph or film students for purposes such as publicity, for our website and the marketing of Resonate activities. Parents will be asked to complete a 'Permission to Photograph' form to give consent. The form will clearly state the reason for use and how/where it will be used.

From the age of 13, students may themselves give consent for Resonate to use their photographs for things such as publicity, website, public news articles. Parents/carers will be informed that such a request has been made.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact Helen McCullen (DPO)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and;
- claim compensation for damages caused by a breach of the Data Protection regulations;
- withdraw consent previously given, without having to state a reason.

If you have a concern about the way we are collecting or using your child's personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact: Helen McCullen.

If you log in to the Charanga eLearning system

The privacy and GDPR statements for all data processed and controlled by Charanga can be found on [Charanga's main website](#). Links to specific pages can be found here:

- [Privacy Policy](#)
- [Terms Of Use](#)