

Privacy Notice - Education Services

Instrumental Music Service

USING YOUR PERSONAL INFORMATION

Who is collecting this information?

The request for this information is by West Lothian Council, Education Services – Instrumental Music Service.

How will we use the information?

Your information will be used for management of the Instrumental Music Service, the processing of new student applications and instrumental tuition online payment accounts (iPayimpact). When applicable it will be used to verify eligibility to free school meals or school clothing grant to prevent and detect crime and make sure the personal information is accurate. Where bank details are requested they will only be used in relation to refunds.

How will we store this information?

The information will be stored in a secure database. Paper records will be kept in secure storage facilities.

Who will we share it with?

The information you provide will be shared within Education Services and Finance Services. We will not disclose your information to any organisation outside the Council except if required to do so by law.

How long will we keep it for?

The information will be kept for 7 years.

YOUR RIGHTS

How you can see the information we hold?

You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

How to make changes to your information

It is important the information we hold is correct, if you need to make any changes after you have submitted your application, please e-mail IMS@westlothian.gov.uk

Who to contact if you need to make a complaint

If you wish to complain about the way your information is held or processed, you can do so by e-mailing IMS@westlothian.gov.uk or phoning 01506 281952.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office.