

POLICIES

Norfolk Centre for Young Musicians Website Privacy Notice

This policy is of relevance to all users of this website

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Approved on	24 May 2018
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Written by	Juliet Rickard, Head of Centre (NCYM)
Last reviewed	24 May 2018

Specific Privacy notice

The Norfolk Centre for Young Musicians (“NCYM”) is a division of the Guildhall School (“the School”), which in turn is a department of the City of London Corporation (“the City of London”).

This specific privacy notice covers activities relating to the provision of the following web domain: ncym.co.uk

It is sub-layer of the School’s overarching privacy notice found at www.gsmd.ac.uk/privacy.

The collection of personal data for other purposes is covered elsewhere.

NCYM and Guildhall School are committed to protecting your privacy; this privacy notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how a Centre looks after your personal information please contact the City of London’s Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at information.officer@cityoflondon.gov.uk or the City of London Corporation, PO Box 270, Guildhall, London EC2P 2EJ or alternatively contact the CYM (London) [via Elaine Lewis, CYM London Administrator, elewis@cym.org.uk].

What personal data is collected about you and what it is used for?

We log your Internet Protocol (IP) address, in order to receive and send information from and to you over the internet. Our website also uses cookies to enable online transactions, understand how people use our website and inform our digital advertising.

Whenever we ask you to provide your personal information, we will let you know why we are asking, and how we will use your information, but directing you towards the relevant privacy notice.

If you complete and submit the online application form and/or download and complete and submit the PDF Bursary Application Form, we may collect personal data (“submitted data”) such as the following:

- Biographical information including your name, gender and date of birth
- Contact details and communication preferences such as your address, email and phone number
- Other identity details such as domicile and nationality, demographic information
- Family and parent/guardian details where relevant to our needs

We may also collect special category data (previously ‘sensitive’):

- For support and statutory/monitoring reporting: disability, health and medical conditions
- For admission and safeguarding purposes: criminal convictions
- For statutory monitoring and reporting purposes: racial or ethnic origin, religion or similar beliefs, sexual orientation

Personal information relating to criminal offences and convictions is also collected and although not ‘special category data’, is still sensitive in nature and merits higher protection. This would be collected for admission and safeguarding purposes.

How do we keep your submitted data safe?

NCYM commits to keeping your submitted data securely and treating it with sensitivity.

All personal data that we hold is stored on the Database with appropriate security measures in place. Any staff with access to this information will have completed the City of London data protection training. The database can only be accessed by people who need it to do their job.

Cookies (see appendix 1)

Cookies are files stored in your browser and are used by most websites to help personalise your web experience. Some features on this site will not function if you do not allow cookies. Cookies collect information about your computer, including your IP address, operating system and browser type, for statistical, non-identifiable purposes. They allow us to estimate information such as audience size and usage patterns, for example whether the visitor has been to the site before, which country they are in and what site referred the visitor to the web page.

Compliance cookies

This type of cookie allows us to know whether or not you have given consent to the use of cookies and therefore do not need to be presented with this consent request message again.

Analytics cookies

These websites uses Google Analytics, a web analysis service of Google Inc. Google Analytics uses cookies, text files which will be stored on your computer and enable us to analyse your use of our website.

Google Analytics uses only first-party cookies. This means that all cookies set by Google Analytics for the Centre for Young Musicians send data only to the School's servers. This data cannot be altered or retrieved by any service on another domain and we will never disclose information stored in your cookie to third parties.

The Google Analytics Terms of Service, which all Analytics customers adhere to, prohibits the tracking or collection of personal information (such as name and email address) using Google Analytics or associating personal information with web analytics information.

Third Party Cookies

Cookies may be set through our website by other companies. Data may be collected by these companies that enable them to serve up adverts on other sites that are relevant to your interests.

Can I opt-out of cookies?

Yes. You can adjust your internet browser settings to not accept cookies, or choose to allow only certain 'trusted' sites to store cookies on your computer. Google Analytics also provides an opt-out browser add-on which [you can download here](#). Please note, opting out of cookies may mean you are unable to use some of the facilities on our website.

Further info

The Information Commissioner's Office provides some advice about cookies and their use. It also provides a link to www.aboutcookies.org which is run by the law firm Pinsent Masons. This website provides even more information about cookies, including how you can delete any cookies and how to allow trusted sites to store their cookies on your computer.

Log files

User access data is collected on these systems for system administration, identifying errors and for producing usage statistics. Logged information includes data such as login status, IP address and device information such as browser, operating system and device type.

Why we are allowed to use your personal data?

The processing of your personal information for the above purposes is necessary for legitimate interests to enable your access to the service.

Who we can share your personal data with?

Your data will be used solely by staff and contractors within NCYM for the purposes specified.

Third party Plugins:

Third party plugins for ncym.org.uk are currently under review.

How long we keep your personal data for?

Personal data will be processed in accordance with the School's retention policies which are currently under review.

Appendix 1

Cook ie type	Name	Purpose	Expirati on	Used on
HTT P	wfvt_#	Rememb ers the user's submitted data when a comment is submitted in a blog post. The purpose is to auto- populate form fields for subseque nt comment s, in order to save time for the user.	Session	ncym.co. uk
HTT P	Viewed-cookie-policy	Rememb ers the user's cookies when visiting this website.	1 year	ncym.co. uk

HTT
P

Wordfence_verifiedH
uman

Approves
the user
as a
human
when
submittin
g the
online
applicatio
n form.

Session

ncym.co.
uk