



## Fair Processing Notice – Pembrokeshire Music Service

### 1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can administer and provide you with effective and efficient Music Services.

The Processing of your data is:

- Because it is necessary for the performance of this task to do so.
- Because it is necessary for a contract to do so to purchase an instrument from us.
- Because you have given your explicit consent to marketing and or digital communication.

### 2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulation 2016 and other grant funded regulations that would apply to support the service.

We have a duty to protect the public funds we administer and may use the information provided by you on this form to provide information to other sections of Pembrokeshire County Council.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes, unless you have consented otherwise.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

### 3. How long do we keep hold of your information?

We will retain the information provided to us for 10 years from the start date of the file and your information will be securely disposed of once it is no longer required.

We will also retain your consent to marketing for 5yrs unless withdrawn any earlier, as well as retaining financial information relating to the purchase of musical instruments for 7yrs.

If you require a copy of our corporate Retention Schedules please contact the data protection officer.

### 4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulation 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP

## 6. Your Rights.

Under the General Data Protection Regulation 2016, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR
- The right of **Access** – you are entitled to request access to and a copy of, information we hold about you
- The right to **Rectification** – you have the right to ask to have your information corrected.
- The right to **Erasure** – this is not an absolute right and will depend on the reason for processing your personal information
- The right to **Data Portability** – This only applies to data processing that is carried out by automated means
- The right to **Restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **Object** – this is not an absolute right and will depend on the reason for processing your personal information.

## 7. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
SA61 1TP  
Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk) Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
Email case [worker@ico.org.uk](mailto:worker@ico.org.uk) Telephone No: 0303 123 1113

## 8. Changes to this privacy notice.

We keep our privacy notice under regular review