

## **Data Protection Policies and Procedures**

### **Child and Young Person Privacy Notice**

There are rules about who can have your 'personal information'.

Personal information means things about you – like your name, how old you are, where you live, what instrument you play and where you go to school. The rules mean that the Benedetti Foundation, like everyone else, has to explain to you what personal information we have about you when you sign up for a session, and what we do with it.

This document explains this. It is important that you read it and ask questions if there is something you don't understand.

To make things shorter, we use the initials 'BF' to mean 'The Benedetti Foundation'.

#### **Making decisions for yourself – and when you have help**

We have given a document like this to your parents or carer. Children have the same rights as adults about personal information, but sometimes – especially if you are younger – it is sensible for an adult to take care of your rights for you. If you are under 16, we have asked your parents or carer to take responsibility for making sure that personal information about you is looked after carefully by BF.

If you are over 16, GFS believe that that you could make decisions about your personal information by yourself, and this document tries to help you make those decisions.

#### **What personal information could BF have about you?**

When you sign up to join a BF session or play in the orchestra, we will probably have some of this information:

- your name, your address, your phone number if you have one, where in the country you live, where you go to school, your nationality
- the instrument you play, the standard you play at and where you have lessons
- the name of one of your parents or carer and how to contact them if we need to
- the name of one other emergency contact for you and how to contact them if we need to
- information to help us look after you and keep you safe while you are at BF, like: your doctor's name, any health problems or needs you may have and any medicines you have to take

#### **Where does this information come from and where does it go?**

Most of the information will come from the form your parents or carer fills in when you sign up for a BF session on-line and when they tell us about your health needs on our medical form before you come along. You may also give us some information while you are at a session.

The rules say that only people who are allowed to know about you can see your personal information. So some members of the BF team will see your information, and so will the teachers and ambassadors who help with the sessions.

The rules also say that we have to be very careful about keeping information about you private and safe so that people who aren't allowed to see it can't see it.

Sometimes information about activities you take part in at BF, or maybe pictures or videos with you in them will go on a Facebook page or other social media platform. We have special rules about this and these are explained later on.

### **Why is BF allowed to have information about you?**

We have to know some things about you in order for you to sign up for a BF session and to join in. We are allowed to ask you for this.

We sometimes also need to have information about you so we can obey the law, for example the laws on health and safety.

You do not have to give your personal information to BF. But if you decide not to, we probably won't be able to give you a place at a BF session.

### **Photographs and video**

Sometimes BF takes photos and video of sessions and you may be in some of these. We often do this so that the pictures can go on our Facebook page, twitter feed or some other social media platform.

If these pictures are taken on a phone by one of the BF team they have to be deleted once they go up.

If we use a professional photographer to take photos or video we make sure that he or she understands the importance of looking after pictures that feature you and that they understand BF's rules about taking pictures.

We sometimes take pictures to help us spread the word about BF to other children and parents, or to help raise money for BF.

You can say when you sign up to be a member of BF if you don't want your picture to be used.

If we want to use a photo with you in it for a special purpose we need to ask you for your permission. This is called 'your consent'. The special purposes are when we would like to:

- put your picture on the home page of our website
- use your picture in an article or a report we have written about BF
- use your picture on a poster

You do not have to give your consent and if you decide not to, that's completely fine. It won't stop you coming to another session. You can also change your mind at any time. We will ask you what you want to do before we use a picture featuring you for one of these special purposes.

If you do change your mind about allowing us to use a photo or video that you are in, we will do our best to remove it. Sometimes though it may be pretty impossible to take your image out of a film that has already been made, so please think carefully about this when you are thinking about whether to give your consent or not.

### **Do you have to be 16 years old before you can decide to give your consent or not?**

No. BF we believe it is really important for children and young adults to be included in deciding about whether their picture can be used or not.

If you are over 13, and we want to use your picture for a special purpose, we will ask you for your permission. If your parent or carer thinks it is ok, but you don't, we will go with your decision and not use your picture.

### **How long do you keep my personal information for?**

The rule is that we can only keep information about you for as long as we are allowed, and no longer. Some of your information may be deleted at the end of the session you have attended, like information on your medical form. Some has to be kept for longer by law. We may keep photos or videos of you for up to [xx] years.

### **Your rights about your personal information:**

You have the right to:

- be told what information BF keeps about you and why we have it
- see what information BF has about you – you can ask for a copy
- tell BF to correct any information that's not right
- tell BF to delete all the information we have about you
- change your mind at any time about giving BF your consent to use a photo or video of you for a special purpose
- stop us having personal information about you or using it if you think the information is wrong, or that BF shouldn't have it

If you want to use any of these rights that you have, there is someone at BF that you or your parents can speak to. She is called the Data Officer. You can contact her like this:

Laura Gardiner, Foundation Director

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Princes Exchange  
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Edinburgh  
EH3 9EE

Email: [laura@benedettifoundation.org](mailto:laura@benedettifoundation.org)

Website: <http://www.benedettifoundation.org>

ICO Registration Number: ZA674093

If you or your parents or carer think BF has not treated your personal information properly you can complain to an organisation called the Information Commissioner's Office. These people are in charge of making sure that all organisations in the UK obey the rules.

Their contact details can be found on their website ([www.ico.org.uk](http://www.ico.org.uk)).

Updated/March 2021