

## **Privacy Notice (How we use your information)**

### **Creative Economy, Economy, Regeneration and Culture**

The Creative Economy Team working with Hoot Creative Arts are seeking to undertake an exercise to audit and map music in Kirklees. This is part of wider work to develop music in Kirklees and the planning work for a year of music in 2023. This work is currently being supported by a partnership of music organisations under a working title of the Music Development Group. However, while collectively the Music Development Group reflects a range of interests, audiences and organisations of various sizes, we understand that we represent only a small segment of the Kirklees music ecology.

Therefore, we have commissioned an audit to understand the wealth of diverse music activity that takes place in Kirklees. The audit shall result in a mapping:

- The range of music activity – from community choirs, to brass bands and other organised community music
- Who participates in this activity and where does it take place

#### **The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, address, email address and telephone)
- Characteristics (such as gender, ethnicity, age and disability)
- Data on where the activity takes place, who it is aimed at and who delivers it.

#### **Why we collect and hold this information**

##### **We use this personal data in order to:**

- Understand the size, scale and reach of music within the communities of Kirklees
- Have in-depth knowledge and the appropriate permissions to ensure we are able to effectively communicate with you
- Ensure that the up to date information allows us to engage with the diverse range of music organisations or people who deliver music, and so their voice is heard in the development of a music strategy for the district
- Evaluate and improve our performance
- Derive statistics which inform decisions about future delivery by music organisations we work in partnership with in festivals, events, services, programmes and to evidence the need for funding we would apply to external funding agencies for.

##### **The lawful basis on which we use this information**

We collect and process information about you under Article 6, (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose, and Article 9: (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

##### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for 5 years until 2023 in order to effectively develop a music strategy for the district and this will be reviewed every year.

##### **Who we share this information with**

We routinely share this information with members of the Music Group, and as these members change, their rights to access the information will be reviewed and checked. This group is in the stages of development with expectations that membership shall change over the 5 year period to 2023. Members of the Music Development Group include: Cleckheaton Folk Festival, Hoot Music, Huddersfield Contemporary Music Festival, Marsden Jazz Festival, Opera North (Kirklees Concert Season), Vinyl Tap, the University of Huddersfield Student



Union, CeReNeM (Centre for Research in New Music) and the Music Department University of Huddersfield, with links to music venues: Small Seeds and The Parish and Kirklees Council (Creative Economy).

#### **Why we share this information**

We share information with members of the Music Development group in order to develop effective communications and engagement with the music organisations delivering activity within communities across Kirklees.

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

#### **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact: Kath Davies, Economic Resilience Project Manager (Creative Economy), 01484 221000

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.