

The Hermes Experiment: SONG Virtual Composition Project 2021

Privacy Notice

The Hermes Experiment are committed to good data protection practice as part of this project. All five members have read this document and understand the importance of careful handling of data and the specific procedures in place for this project. We will take necessary steps to ensure the safe handling of data and the prevention of any unauthorised sharing or loss of data.

Our contact details

Name: Anne Denholm

Address: Lodge Cottage, 17 Hocketts Close, Whitchurch Hill, RG8 7PZ

Phone Number: 07791 961 818

E-mail: annedenholm@hotmail.co.uk

The type of personal information we collect as part of this project

We will collect and process the following information:

Teachers / Music Hub Staff: names, email addresses, place of work, occasionally phone numbers

Participating students: names (first name and surname), school, school year group, very occasionally email addresses that appear in forwarded email threads

How we get the personal information and why we have it

Staff: they share the above information with us (phone number not compulsory) in response to an open invitation to join the project, or we have contacted them having received their contact details from other relevant sources. Staff details are used solely for purposes involved in organising and running the project.

Students: the above information is either given to us by the relevant teacher (email addresses never requested, but sometimes seen in threads) or shown to us via

music education software (such as Soundtrap) after an invitation from a teacher, so that we can manage and run the project.

We use this information to communicate with staff (not with students) in the running of the project, to organise student submissions and our responses to them, and to pitch said responses correctly.

Sharing of your information as part of this project

Teachers / Music Hub Staff: we have to share teacher and music hub staff names, schools/boroughs and email addresses with our funders, Arts Council England, for the purposes of confirming participants in our project. We will not share these details with anyone else without the relevant person's consent.

Students: we will not share any student data beyond the five members of The Hermes Experiment without parental consent. The final part of this project involves sharing video performances by the ensemble of students' work on an Online Song Gallery (OSG). The ensemble will create an online form for parents or carers to give or withhold consent for their child's work to be uploaded to the OSG and/or shared on social media channels, and for the following data about their child to be included: name (first and/or second) / age and year group / school name (or any combination of this information). This form will include details of how long the OSG will be available online, how it will be shared, and a link to the project's safeguarding information sheet showing the measures in place to mitigate any risks along with the behaviour expectations from all involved. If consent is withheld or no response is received, the videos will NOT be uploaded to the OSG in any form and will not be shared on social media.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing the information gathered in running this project are:

- **We have a legitimate interest: we believe our data processing for this project is within a reasonable and expected limit for the task at hand and has minimal privacy implications for participating teachers and students. Our legitimate interest is conducting an educational project that successfully involves all participants and is tailored to their needs**
- **Your consent: anyone participating in the project can remove their consent at any time (even if they have already given it, with particular regard to the Online Song Gallery) - you can do this by contacting: annedenholm@hotmail.co.uk**

How we store your personal information

Your information is stored only by members of The Hermes Experiment e.g. in password secured email accounts, a password secured Dropbox account and in private documents on ensemble members' computers.

We will keep all information and documents relating to this project for one year (apart from the exceptions below*) - this duration has been decided as the Online Song Gallery (OSG) will be up online for one year from 31st March 2021.

*NB: Data and documents that **we will keep beyond one year:**

- Feedback forms from both students and teachers - we will anonymise these forms after one year if they weren't originally anonymous
- Some of the OSG videos - we will keep certain of our OSG videos for evidence of the project and for use in future funding (or other) applications. We will anonymise any videos that we use, and consent for this potential future use will be included in the OSG parental consent form
- Email contacts for teachers involved in the project - we plan to keep these contact details for the purposes of future contacts and education projects

How we will delete other data from the project:

- All student submissions will be deleted from personal computers and the ensemble Dropbox account
- Email chains with teachers will be deleted from email accounts as these can contain student names and submissions
- The ensemble will no longer log in to any Soundtrap accounts created for the purposes of the project
- All documents created in managing and running the project that include personal information such as names of students will be deleted from personal computers and the ensemble Dropbox account, OR anonymised

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to withdraw consent - You can withdraw your consent for the processing of your data as part of this project at any time, even if you have already given it with regard to the Online Song Gallery (OSG)

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: annedenholm@hotmail.co.uk / 07791 961 818 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: annedenholm@hotmail.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>