

Cornwall Music Education Hub Minority Instrument Bursary Scheme Application Form - Academic Year 2018-19

There are two parts to this application form:

Part 1A, 1B and 1C (pages 1 & 2) – this should be completed by the applicant’s parents/carer

Part 2 (page 3) – this should be completed by the applicant’s instrumental teacher or the school’s Music Co-ordinator/Head of Music.

Both parts should be completed and submitted by 15th September 2018

Part 1A – Applicant’s details

Name

Date of Birth

Home Address

Postcode

Parent/Carer’s Email Address

Parent/Carer’s Contact Telephone Number

Who do you pay for your child’s instrumental lessons?

School

Instrumental Teacher/Organisation

Part 1B - About your child’s musical achievements

Please tell us about the instruments that your child currently plays, if any, grades achieved and also about the instrument they wish to study under this bursary and why? If they are already learning this instrument, how long have they been playing?

Is your child a member of a choir or ensemble? Please provide details below

Part 1C - Data Agreement (*please tick one box below and sign*)

Cornwall Music Education Hub (CMEH), part of Children, Schools and Families Directorate, Cornwall Council, New County Hall, Truro, TR1 3AY Data Protection Registration Number: Z1745294, are committed to protecting and respecting your privacy. This information is being collected by CMEH on behalf of Cornwall Council as Data Controller for the purpose of Instrument Hire.

A copy of our Privacy Notice can be found at <http://www.cornwallmusiceducationhub.org/about/hub-policies/> This Privacy Notice sets out the basis by which any personal data we collect from you, or that you provide to us, will be processed by us, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.

The information provided will be used to provide you with the Cornwall Music Education Hub service requested as appropriate. We will share the pupil name and school name provided with our instrument courier to ensure the safe delivery/collection of the instrument. We will check some of the information with other sources within the council, Education and Early Years and Credit Management. Your application and details provided will be kept the duration of provision and then for 7 years as part of our Financial records. For further information or assistance on Data Protection matters, please contact the Practice Development and Standards Service on 01872 327617 or e-mail csfdpa@cornwall.gov.uk or the Councils Data Protection Officer dpo@cornwall.gov.uk

What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer, Assurance, Cornwall Council, County Hall, Truro TR1 3AY

Tel: 01872 326424 Email: dpo@cornwall.gov.uk

Complaints, Compliments and Comments

Our complaints team can be contacted via the following address:

Natalie Bryant Quality Assurance Business Manager

Children Schools and Families, Cornwall Council, County Hall, Truro TR1 3AY Email: csffeedback@cornwall.gov.uk

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

You have the right to request withdrawal of consent to the processing of your data at any time and your further rights as to how we handle your data can be found by following the above link. Should you wish to withdraw your consent please contact the relevant team - see contact details listed above.

I agree that my information may be used and shared in accordance to the terms outlined in the privacy policy and as per the information outlined on this form. Yes No

Signature of Parent/Carer

Print name

Date

Part 2 – School/MusicTeacher Details

Child's School

Name of Head of Music or equivalent

Name of instrument teacher

What would the full cost of a 20 minute individual lesson be (ie without the Bursary applied)?

Are there any other students at your school learning this instrument?

- yes

- no

If yes, how many?

Could these students be taught together?

- yes

- no

If not, please specify reason?

Any other relevant information:

Signature of Head of Music or equivalent

Print name

Date

Please ensure both part 1 and part 2 of this form are completed and signed and return:

By email to CMEH@cornwall.gov.uk or post to **Cornwall Music Education Hub, Chy Trevail, South 2, Beacon Technology Park, Dunmere Road, Bodmin PL31 2FR**