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ARTS COUNCIL  
ENGLAND



Dear Parent/Carer

We had a really good Brass lesson demonstration from Keith Thomas yesterday and your child has the opportunity to learn with him through the music service. They have a new online payment scheme which means lessons can be paid for by a credit or debit card. Individual 20 minute lessons are available at £11 per lesson and a shared lesson for two or three is £5.50 per pupil. Initial interest should be sent through school to [ahawthorne@stdunstansschool.com](mailto:ahawthorne@stdunstansschool.com) and then I will allocate groups and get started in December.

Billing will be processed via the Support Services for Education (SSE) website using card payment therefore Somerset Music will require your email address to provide login details.

Costs will be calculated based on whether your child will be receiving an individual or a shared lesson and the charge on the SSE website will reflect this. Lessons must be purchased on a termly basis and refunds are not offered unless in the event of an exceptional circumstance i.e. pupil leaving the school.

If you have any queries please do not hesitate to contact me.

Yours Alison Hawthorne

St Dunstan's school and Somerset Music service.

Somerset Music

[somersetmusic@somerset.gov.uk](mailto:somersetmusic@somerset.gov.uk)

Tel: 0300 1237364

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## Somerset Music Individual/Small Group Music Lessons

Name of Child: \_\_\_\_\_

School: \_\_\_\_\_

Instrument: \_\_\_\_\_

Full of name of bill payer \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

Contact phone number \_\_\_\_\_

**Privacy Policy** (this explains how we will use the information provided)

**Data Controller** – Somerset County Council

**Data Protection Officer contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – to enable Somerset Music to contact group members and their parent/guardians:

- a) to enable Somerset Music to relay information relating to lesson dates and other relevant information
- b) to enable Somerset Music to contact parents/guardians to pay lesson fees and if lesson fees are not paid

**Legal basis for processing** – **By Law** – to ensure Somerset Music meets its statutory responsibilities in relation to Safeguarding and Health and Safety

**By Contract** – *In order to facilitate the contract between SCC and parents / guardians for the subscription service to support*

**Legitimate Interests** – *SCC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints*

**Data Sharing** – the personal data provided will only be shared with Music tutors and within Somerset County Council

**Transfers abroad** – this data will not be transferred abroad

**Data Retention** – this data will be retained until the contract with Somerset Music ends and then for a period of 7 years to meet regulatory audit requirements

**Your Rights** – You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to deliver the service to you.

**For more information** see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)