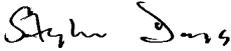


Saffron Centre for Young Musicians Website Privacy Notice



This policy is of relevance to all users of the School's services

Version Number	PNWSCYM18.1
Approved on	24 th May 2014
Approved by	 Director: Guildhall Young Artists
Written by	Kate Goatman Head of Centre Saffron CYM
Last reviewed	24 th May 2018

Specific Privacy notice

The Centre for Young Musicians (London) is a division of the Guildhall School, which in turn is a department of the City of London Corporation ("the City of London").

This specific privacy notice covers activities relating to the provision of the following web domain:

- saffroncym.org.uk

It is sub-layer of the School's overarching privacy notice found at www.gsmd.ac.uk/privacy.

The collection of personal data for other purposes is covered elsewhere.

The CYM and Guildhall School are committed to protecting your privacy; this privacy notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how a Centre looks after your personal information please contact the City of London's Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at information.officer@cityoflondon.gov.uk or the City of London Corporation, PO Box 270, Guildhall, London EC2P 2EJ or alternatively contact the CYM [via Elaine Lewis, CYM London Administrator, elewis@cym.or.uk].

What personal data is collected about you and what it is used for?

We log your Internet Protocol (IP) address, in order to receive and send information from and to you over the internet. Our website also uses cookies to enable online transactions, understand how people use our website and inform our digital advertising.

Whenever we ask you to provide your personal information we will let you know why we are

asking, and how we will use your information, by directing you towards the relevant privacy notice.

Cookies (see appendix 1)

Cookies are files stored in your browser and are used by most websites to help personalise your web experience. Some features on this site will not function if you do not allow cookies. Cookies collect information about your computer, including your IP address, operating system and browser type, for statistical, non-identifiable purposes. They allow us to estimate information such as audience size and usage patterns, for example whether the visitor has been to the site before, which country they are in and what site referred the visitor to the web page.

Compliance cookies

This type of cookie allows us to know whether or not you have given consent to the use of cookies and therefore do not need to be presented with this consent request message again.

Third Party Cookies

Cookies may be set through our website by other companies. Data may be collected by these companies that enable them to serve up adverts on other sites that are relevant to your interests.

Can I opt-out of cookies?

Yes. You can adjust your internet browser settings to not accept cookies, or choose to allow only certain 'trusted' sites to store cookies on your computer. Google Analytics also provides an opt-out browser add-on which [you can download here](#) Please note, opting out of cookies may mean you are unable to use some of the facilities on our website.

Further info

The Information Commissioner's Office provides some advice about cookies and their use. It also provides a link to www.aboutcookies.org which is run by the law firm Pinsent Masons. This website provides even more information about cookies, including how you can delete any cookies and how to allow trusted sites to store their cookies on your computer.

Log files

User access data is collected on these systems for system administration, identifying errors and for producing usage statistics. Logged information includes data such as login status, IP address and device information such as browser, operating system and device type.

Why we are allowed to use your personal data?

The processing of your personal information for the above purposes is necessary for legitimate interests to enable your access to the service.

Who we can share your personal data with?

Third party Websites: Where we provide links to third party websites, such sites are not controlled by us and are not covered by our terms and conditions. These links are provided for your convenience only. If you access these sites by using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, consequently you are advised to check the privacy policy of such third parties before providing information to them.

How long we keep your personal data for?

Personal data will be processed in accordance with the School's retention policies which are currently under review.

Appendix 1

Cookie	Name	Purpose	Expiration	Used on
Session	wfvt	Remembers the user's submitted data when a comment is submitted in a blog post. The purpose is to auto-populate form fields for subsequent comments, in order to save time for the user.	When the browsing session ends	saffronym.org
Saffroncym.org	_ga	Registers unique ID used to generate statistical data on how visitor use the website	1 day	Saffroncym.org.uk
Saffroncym.org	_gid	Registers unique ID used to generate statistical data on how visitor use the website	1 day	Saffroncym.org.uk
Saffroncym.org	_gat	Used to throttle request rate www.google-analytics.com/analytics.js	1 minute	Saffroncym.org.uk.org.uk
Googleanalytics	csrftoken	Used to send data to Google Analytics about the visitor's device and behaviour. Tracks the visitor across devices and marketing channels.	session	Saffroncym.org.uk
Scorecardresearch	uidr	Collects information of the user and his/her movement, such as timestamp for visits, most recently loaded pages and IP address. The data is used by the marketing research network, Scorecard Research, to analyse traffic patterns and carry out surveys to help their clients better understand the customer's preferences	When the browsing session ends	Saffroncym.org.uk