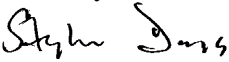


# Centre for Young Musicians Website Privacy Notice



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

Version Number	PNWCYM18.1
Approved on	23 <sup>rd</sup> May 2018
Approved by	 Stephen Dagg – Director: Guildhall Young Artists
Written by	Administrator Manager (CYM London)
Last reviewed	23 <sup>rd</sup> 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:

- [cym.org.uk](http://cym.org.uk)

It is sub-layer of the School's overarching privacy notice found at [www.gsmd.ac.uk/privacy](http://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](mailto: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](mailto: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.

### **Analytics cookies**

These websites uses Google Analytics, a web analysis service of Google Inc. Google Analytics uses cookies, text files which will be stored on your computer and enable us to analyse your use of our website.

Google Analytics uses only first-party cookies. This means that all cookies set by Google Analytics for the Centre for Young Musicians send data only to the School's servers. This data cannot be altered or retrieved by any service on another domain and we will never disclose information stored in your cookie to third parties.

The Google Analytics Terms of Service, which all Analytics customers adhere to, prohibits the tracking or collection of personal information (such as name and email address) using Google Analytics or associating personal information with web analytics information.

### **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](http://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?**

We have a data sharing agreement with our fundraising body The Foundation for Young Musicians- you can access their privacy policy through the following link:

<https://cym.org.uk/support-us/>

Payments: We do not share personal and financial information provided to us in payment processes, nor do we share this information with third parties.

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. An example of a third party website would be Facebook.

Third party Plugins: We use CiviCRM to collect data. You can access the CiviCRM privacy policy here: <https://civicrm.org/privacy-policy>

**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	PHOSESSIONID	Used to store information while the user is using the site	When the browsing session	Cym.org.uk

			ends	
Google	_ga	Registers unique ID used to generate statistical data on how visitor use the website	1 day	Cym.org.uk
Google	_gid	Registers unique ID used to generate statistical data on how visitor use the website	1 day	Cym.org.uk
Google	_gat	Used by Google Analytics to throttle request rate <a href="http://www.google-analytics.com/analytics.js">www.google-analytics.com/analytics.js</a>	1 minute	Cym.org.uk
Instagram	csrftoken	Helps prevent Cross-Site Request Forgery (CSRF) attacks	1 year	Cym.org.uk
YouTube	CheckConnectionTempCookie#	Used to check if user's browser supports cookies.	When the browsing session ends	Cym.org.uk
Google Analytics	collect	Used to send data to google analytics about visitor's device and behaviour. Tracks the visitor across devices and marketing channels	When the browsing session ends	Cym.org.uk
Google	GAPS	Used by Google to identify the user when sharing content with Google +1 button	2 years	Cym.org.uk
Google	NID	Registers a unique ID that identifies a returning user's device. The ID is used for targeted ads.	6 months	Cym.org.uk