

Cornwall Youth Orchestra and Cornwall Youth Wind Orchestra Membership Form 2018/19

Dear parent/carer/player

The Cornwall Music Education Hub operates and funds its network of ensembles and choirs in order to provide high quality performance opportunities for the young musicians of Cornwall. In order to maintain high standards it is vital that players attend all rehearsals. There may be circumstances, foreseen or unforeseen, in which attendance is impossible, but rehearsals should never be seen as optional. Except in extreme circumstances, availability as indicated on the form should be thought of as a contract and membership will be charged accordingly.

This membership form has been devised in line with the Data Protection Act and covers membership of the County Orchestras. The form gives full details of why we collect and hold certain information. This includes use of photos, videos and audio recordings etc. **These forms must be completed to ensure we have emergency contact details for your child when attending rehearsals and events.** Please notify us of any changes, e.g. to your address or the school/college your child attends.

Please complete all sections of the Membership form and return to us but please keep this page for your records.

Membership Fees

The Cornwall Music Education Hub (CMEH) provides substantial subsidies (approximately 50%) to the County Youth Orchestras to cap the costs passed on to parents of the children and young people invoiced.

The membership fees payable are:

- **A non-refundable £100.00 annual membership fee (payable following successful audition and offer of a place)** is payable at the start of the year for both the Cornwall Youth Orchestra and Cornwall Youth Wind Orchestra
- In addition, there is a **£15.00 course fee for each day course in addition to the above**
- Food, overnight accommodation at the Easter residential and other expenses will be charged separately and notification will be sent with course details in February
- Additional playing days/workshops/out of county activities will be charged separately with notification of the charges in individual invitation letters

Subsidised Membership Fees

- The CMEH offers a 50% subsidy on both the annual membership fee and course fee for those students who fall under one of the following criteria:
 - Children eligible for Free School Meals (checks will be made against the Council's central register)
 - Children of personnel serving in the British Armed Forces (please provide proof when returning the membership form)
 - Children in Care

Please make cheques payable to Cornwall Council

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

Cornwall Music Education Hub, North 2, Chy Tревail,
Beacon Technology Park, Dunmere Road, Bodmin, PL31 2FR

- T: 01872 327351 • E: cmeh@cornwall.gov.uk
- W: www.cornwallmusiceducationhub.org

Cornwall Youth Orchestra and Cornwall Youth Wind Orchestra
Membership Form 2018/19

Use of Data

Personal Details - The information contained on this membership form will be used by us to:

- process your application
- send you information in relation to our services
- keep you informed of any changes to rehearsal dates, etc.
- capture statistics regarding membership which we must provide to the Department for Education and Arts Council England as a condition of our Hub funding.
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Emergency Details - This information is required to enable us to care for your son/daughter in the event of a medical emergency or accident and will only be used in this instance. This information may be shared with third parties (e.g. doctors and nurses) in order to provide appropriate medical treatment.

Instrumental Teacher – We may wish to liaise with your son/daughter’s instrumental teacher regarding his/her participation in ensembles and orchestras.

School –We will need to seek permission for absence from the Headteacher if activities take place during school time.

This form must be completed for any player who wishes to be a member of a CMEH County Orchestra for academic year 2018/19.

Student's Name:	Date of birth:
Home Address:	
Postcode:	
Name of parent/carer:	
Parent/carer home telephone number:	
Parent/carer mobile telephone number:	
Parent/carer email:	
Please provide details of the person/organisation who should be invoiced for membership fees if different to the above e.g SWMS:	
Details of any medical condition or allergy:	
Any Special Educational Needs or Learning Difficulties:	
Any other information parent/carer considers relevant:	
Emergency Telephone Numbers	
1:	Relationship to player:
2:	Relationship to player:
3:	Relationship to player:
School:	Instrument(s):
Instrumental Teacher(s):	

Consents	Please tick
Consent for Photography, Film and Audio	Please tick
I agree that CMEH can take and store photographs and video footage of performances and events in which my child is participating in which may be used in CMEH material, and for competitions and exams.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree that CMEH can use images and audio recordings of my child on its website. (Please note the website can be viewed across the world.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am happy for the press and third party partners (eg Music for Youth, NYCGB) to take and use images and audio recordings of my child at events in which CMEH is participating for use in publicity.	Yes <input type="checkbox"/> No <input type="checkbox"/>
CMEH may give the press the name of my son/daughter for publishing with his/her photograph in a newspaper.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand, and consent, that parents of ensemble members may make media recordings in any format of events and that this footage may include images of my son/daughter.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note that by indicating 'no' your child may not be able to participate in some public performances

Conditions of Consent

1. The information which you provide in this Consent Form is valid from the time when CMEH receives this Form until the time your son/daughter is no longer enrolled on any course or ensemble organised or managed by CMEH. If your circumstances change or you change your mind about any issues addressed in this Form please let CMEH know immediately in writing.
2. CMEH may use images of your son/daughter once your son/daughter is no longer enrolled on any course or ensemble organised or managed by CMEH without obtaining the parents' specific consent, provided that it is used for promotional purposes of CMEH only.
3. If a pupil is named in any text which CMEH publishes, a photograph will not be included with the text, unless this is the wish of the pupil and parents.
4. CMEH will not pass to the press the names of any pupils appearing in photographs which the press wish to publish, unless a parent has consented to this.

Data Agreement

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 Orchestra Membership.

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 will be used to provide you with the Cornwall Music Education Hub service requested as appropriate. Data provided will be shared with the Orchestra Leads to ensure the welfare of your child and also to alert you to possible changes in rehearsal schedule/venues as well as details of trips and performances. Capture and share statistics regarding membership which we must provide to the Department for Education and Arts Council England as a condition of our Hub funding. This information will be held in a secure environment for 7 years in accordance with the CSF data retention policy after which time it will be destroyed in a secure manner. 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

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Quality Assurance Business Manager
Children Schools and Families, Cornwall Council, County Hall, Truro TR1 3AY
e-mail: csfeedback@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.

Membership Fees

I confirm that if my son/daughter wishes to be a member of a CMEH County Orchestra and understand that there is a **non-refundable annual fee of £100.00 as well as the fee of £15.00 per day course (total cost for the year - £250, excluding food/accommodation and additional activities)**. I understand that the fees for playing days/workshops/out of county activities will be set on a per event basis and I will be notified of the charge in the individual invitation letters.

Please tick one payment option below:

I enclose a cheque for £100.00 for the annual membership fee

I would like to receive an invoice for £100.00 for the annual membership fee

Please confirm to whom the invoice should be addressed _____
(Please tick one option only)

Subsidised Membership Fees

CMEH offers a 50% subsidy of all fees for the following categories, please tick:

Children eligible for Free School Meals*

Children of personnel serving in the British Armed Forces#

Children in Care

**checks will be made against the Council's central register #please provide proof when returning the membership form*

I enclose a cheque for £50.00 for the annual membership fee

I would like to receive an invoice for £50.00 for the annual membership fee

Please confirm who the invoice should be addressed _____
(Please tick one option only)

I confirm that the details given above are correct and I understand that the cost for the whole year will be £250.00 (excluding food, drink and additional activities).

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 <input type="checkbox"/>
	No <input type="checkbox"/>

Parent/carer name: _____

Parent/carer signature: _____ Date: _____

Signature of player (if over age 16): _____

Please make cheques payable to Cornwall Council