



FAST FORWARD Social Media & Website Privacy Policy

Overview:

This privacy notice tells you what to expect when Fast Forward Music collects personal information. It applies to information we collect about:

Website and social media traffic
Job Applicants, current and former employees
Complaints
Students

Visitors to our websites and social media channels

When someone visits Fast Forward Music we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns.

We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

We use the analytics provided by the different social media channels we use to monitor visits and activity on these channels. This information is only processed in a way that it does not identify anyone.

We do not attempt to find out the identities of people visiting our channels, beyond the information that they share in virtue of the nature of the activity (for instance by liking one of our facebook posts). Data protection concerns about each channel should be referred to the data protection policy of the social media channel in question. Job applicants, current and former Fast Forward Music employees

Fast Forward Music is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at lessons@fastforwardmusic.net

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information on servers that do not adhere to GDPR.

The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

If you apply through Indeed.com, this will be collected by a data processor on our behalf – please see the Indeed.com privacy Policy.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

Our recruitment team will have access to all of this information.

You may also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application.

This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our hiring managers shortlist applications for interviews. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by Fast Forward Music

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we will proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

Proof of your identity – you will be asked to attend our office with original documents, we will take copies.

Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.

You will be asked to complete a criminal records declaration to declare any unspent convictions.

We will contact your referees, using the details you provide in your application, directly to obtain references

If we make a final offer, we will also ask you for the following:

Bank details – to process salary payments

Emergency contact details – so we know who to contact in case you have an emergency at work.

How long is recruitment information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Complaints or queries

Fast Forward Music tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Fast Forward Music's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us at lessons@fastforwardmusic.net

Access to personal information

Fast Forward Music tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

give you a description of it;

tell you why we are holding it;

tell you who it could be disclosed to; and

let you have a copy of the information in an intelligible form.

To make a request to Fast Forward Music for any personal information we may hold you need to put the request in writing addressing it Fast Forward Music, or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Information Governance department.

Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with other individuals or organisations concerned and with other relevant bodies.

You can also get further information on:

Agreements we have with other organisations for sharing information; circumstances where we can pass on personal data without consent for example, to prevent and detect crime and to produce anonymised statistics; our instructions to staff on how to collect, use and delete personal data; and how we check that the information we hold is accurate and up to date.

Processing student data

Fast Forward Music is a data controller for some of our students' activities as well as processing the information provided to us by students' referral centres. We follow the data processing rules that are detailed to us by each individual referral centre.

The categories of pupil information that we process include:

- personal identifiers, contacts and characteristics (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as qualifications progress and results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Wherever possible, we avoid duplicating the information provided by the referral centre on our own systems.

Why we collect and use pupil information

The personal data collected is essential, in order for us to fulfil our official functions and meet legal requirements. We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that Alternative Provision are required to perform as part of their statutory function

for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)

Collecting pupil information

We obtain pupil information from referring centres at the start of each student placements. Pupil data is essential for our operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. In accordance with GDPR we do not store information indefinitely and data is only ever retained for the period dictated by the purpose for which it was originally collected.

Engagement of Staff with Students on Social Media

At Fast Forward, we are committed to creating a safe and respectful environment for all students. It is imperative that the boundaries between staff and students are maintained both within and outside the parameters of our provision. To ensure the safety, well-being, and protection of our students, the following guidelines regarding staff engagement with students on social media platforms are established:

1. **Prohibited Social Media Engagement with Students:** Staff members are strictly prohibited from engaging with students on social media platforms outside the official communication channels and platforms designated by Fast Forward. This prohibition extends to all forms of social media, including but not limited to, Facebook, Snapchat, Instagram, Twitter, TikTok, and any emerging platforms.
2. **Age Restriction:** Staff should refrain from engaging with students on personal social media accounts until the student reaches the age of 21 or as otherwise specified by Fast Forward. The age limit may vary depending on local laws and regulations.
3. **Professional Conduct:** When engaging with students on official Fast Forward accounts or platforms, staff members are expected to maintain a professional and respectful demeanour at all times. Communication should be related to academic or program matters and adhere to the highest standards of professionalism.
4. **Reporting Concerns:** If any staff member becomes aware of inappropriate or potentially harmful interactions between students and staff on social media, they have a duty to report it immediately to the appropriate authority within Fast Forward. The safety and well-being of our students are paramount, and any concerns will be taken seriously and addressed promptly.
5. **Privacy and Confidentiality:** Staff members should be aware of and respect the privacy and confidentiality of students. Personal information about students should not be shared on social media or any public platform without explicit consent from the student and compliance with relevant data protection laws and regulations.

6. **Monitoring and Compliance:** Fast Forward reserves the right to monitor staff and student interactions on official Fast Forward platforms and may take action to ensure compliance with this policy. Staff members found to be in violation of this policy may face disciplinary actions in accordance with Fast Forward's policies and procedures.
7. **Education and Awareness:** Fast Forward will provide training and awareness programs to staff regarding appropriate online behavior, boundaries, and the importance of maintaining a safe and secure online environment for students.

This policy is designed to protect the welfare of our students and uphold the professional standards expected of Fast Forward's staff. Failure to adhere to this policy may result in disciplinary actions, up to and including termination of employment.

We appreciate the dedication and commitment of our staff in maintaining a safe and nurturing environment for our students. Together, we can ensure that Fast Forward remains a place where students can thrive academically, socially, and emotionally.

Data Schedule:

Pupil personal information (name, DOB, address, parent/carer details, characteristics, safeguarding, Free school meals, progress tracking and achievements, safeguarding, special educational needs, attendance, behavioural information) removed immediately after placement ends

Qualification information retained on our system, as per individual examination board requirements (5 years for all RSL Rock School students).

Who we share pupil information with

We routinely share pupil information with:

The student's referral centres

(Where appropriate) Students' parents/carers

(Where appropriate) Social services

Examination Boards

Why do we routinely share pupil information?

We do not share information about our pupils with anyone without consent unless the law

and our policies allow us to do so.

What are your rights?

Parents/carers and pupils have the following rights in relation to the processing of their personal data. You have the right to:

Be informed about how Fast Forward Music uses your personal data.

Request access to the personal data that Fast Forward Music holds.

Request that your personal data is amended if it is inaccurate or incomplete.

Request that your personal data is erased where there is no compelling reason for its continued processing.

Request that the processing of your data is restricted.

Object to your personal data being processed.

Changes to this privacy notice

Approved by Director Steve Lee

19th September 2024 / Review 31st August 2025

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.