

The National Youth Orchestras of Scotland will handle your personal information in the strictest confidence. We will use the information that you provide us with in order to contact you about your application. The information you provide on the Equalities Monitoring form will be anonymised and will only then be shared with our core funders in order to fulfil our reporting obligations. We will not share your information with any other third parties. We will hold your data in accordance with our data retention policy, which can be requested by contacting our office. We store your data on a secure server and utilise cloud-based technology where the level of security complies with UK law. Providing your personal information is mandatory in order for us to deliver our services, and failure to provide this (except where specified otherwise) will result in your withdrawal from our activities. Submitted photographs are required for safety reasons during NYOS activities in order to identify individuals. Any NYOS activity that takes place online will be recorded. These recordings will be kept for three days after the activity for safeguarding purposes before being deleted.

You have the right to see the personal data that NYOS holds about you and for that data to be corrected if it is incorrect. In certain circumstances you also have the right to have your personal information erased from our records. Minor requests about your personal data may be dealt with informally in the course of normal administration, at the sole discretion of NYOS. In the first instance, you should contact the NYOS office on info@nyos.co.uk or 0141 332 8311. If you wish to make a formal request for access to your personal data then this should be made in writing to National Youth Orchestras of Scotland, 13 Somerset Place, Glasgow, G3 7JT.

We comply with the Data Protection Act 2018 when handling your personal information. If you have any concerns about how we use your personal information, please contact us at: info@nyos.co.uk or 0141 332 8311. If you are not satisfied, you are entitled to report a concern with the Information Commissioner's Office at: ico.org.uk/concerns/ or on 0303 123 1113.