



Key Privacy Information for Students

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing on the course and any information that we need to be able to teach you effectively. Photographs and videos of you also count as your personal information.

We encourage you to read this notice in full, as it includes information such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long we retain your personal information; and
- our legal bases for using your personal information.

Our main reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that information comes from.

- Your application form give us lots of information about you. Information is also provided by you, your coaches and tutors and other students. Your previous school also might give us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to adapt our services and teaching methods.
- We may need to report some of your information to the government (e.g. the Office for Students).
- We may use photographs or videos of you for our website and social media sites or prospectus to show prospective students what we do here and to advertise our training. We may continue to use these photographs and videos after you have left us. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our theatre productions, music events and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening. For example, by sending you information about events and activities taking place (including fundraising events) and the ArtsEd newsletter.
- We will keep details of your address when you leave so we can send you the newsletter and find out how you are getting on.

You have the following rights regarding your information:

- To ask to have information that is wrong corrected;
- To access information held;
- Deletion of information in certain circumstances;
- To transfer information to you or a third party in a "portable" format;
- To restrict the use of information; and
- To object to the use of information in certain circumstances.

These rights are explained in more detail below, and the Finance Director can give you more information. If you have any questions about how we use your personal information, please speak to your Head of Year.

GDPR privacy notice for students

Arts Educational Schools ("we" "us"), registered with charity number 311087 and registered office at 14 Bath Road, Chiswick, London W4 1LY.

1 About this notice

- 1.1 This privacy notice describes how we collect and use your personal information during and after your relationship with us. We are a "**data controller**". This means that we are responsible for deciding how we hold and use personal information about you and explaining it clearly to you.
- 1.2 This notice applies to prospective, current and former students of our Higher Education provision collectively referred to in this notice as 'Students'.
- 1.3 It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.
- 1.4 If we substantially update this privacy notice we will provide you with the new one. We may also notify you in other ways about the processing of your personal information.
- 1.5 The Finance Director is responsible for overseeing our compliance with data protection requirements. If you have any questions about this privacy notice or how we handle your personal information, please contact her - dataprotection@artsed.co.uk.

2 What is "personal information"?

- 2.1 Personal information is information that we hold about you and which identifies you.
- 2.2 This includes information such as your name, date of birth and address as well as things like test results, medical details and behaviour records. We will also hold information such as your religion for the purposes of accommodating your beliefs and any dietary requirements. CCTV, photos and video recordings of you are also personal information.

3 How do we collect information?

- 3.1 We collect personal information:
 - a) From you, when you apply to us, and in the course of your studies;
 - b) we may collect information about you from public sources including social media; and
 - c) we collect feedback from coaches and tutors and opinions from your fellow students for reports.

4 What information do we hold?

- 4.1 We will collect, store and use the following categories of personal information about you:

Information obtained during the joining and application process (the "Joining Data"):

- Your full name, date of birth, home address, telephone numbers and email addresses
- Your application form, audition or performances or other details submitted by you as part of the application process
- Information from your previous school(s)
- Notes taken during interviews
- Results of checks about your right to study in the UK and a copy of your passport or ID documentation
- Any particular interests or difficulties you may have with studying
- Any hobbies or interests
- Medical information such as an allergy or special educational needs

For enrolled students, we record the following additional information (the "Student Data"):

- The date you joined us
- Next of kin and emergency contact information
- Any health issues, allergies or disabilities
- Your attendance and any disciplinary records
- Your religious beliefs and practices (for example if you do not eat certain foods)
- Your photograph
- CCTV footage and other location information obtained through electronic means such as swipe-card records
- If you have had any accidents on our premises
- Your test results
- Performance and attainment records information and training records, including opinions held by coaches and tutors and fellow students
- Which performances or productions you are part of
- Your career planning information, audition information
- Information about your use of our information and communications systems, which may include the content of communications (for example emails that you have sent or received on our systems).

4.2 It is important that the personal information we hold about you is accurate and current. Please let us know if anything changes and we need to update our records. You can do this by telling your form tutor.

5 How we will use information about you

5.1 We will only use your personal information when the law allows us to. Usually, we will use your information in the following situations:

- a) Where we need to comply with a **legal obligation**, for example:
 - a) To make sure that you have the right to study in the UK;
 - b) to fulfil our duty of care to you and make sure you are safe on our site; and
 - c) sometimes we will be legally obliged to disclose your information to third parties such as the police. More detail of when we will do so is set out below.
- b) Where it is necessary for our **legitimate interests** (or those of a third party) and your interests and fundamental rights do not override those interests. Where we rely on legitimate interests, our legitimate interests are:
 - a) Providing you with an education.
 - b) Looking after you and your fellow students,
 - c) Keeping the site and buildings safe.
 - d) Making sure that we are well managed and that we protect our reputation.
 - e) Telling people about the courses we run and what we do here e.g. we may use photographs of you on our website or in our social media.
 - f) Ensuring that all the relevant legal obligations are complied with (for example in relation to inspections).
 - g) Using your information in connection with legal disputes.
 - h) Improving the what we do e.g. if we want to raise money to build new buildings or to make sure that we are providing you and your fellow students with a good experience.

In addition your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow students.

- c) Where it is **needed in the public interest**, for example:
 - a) Providing you and others with an education.
 - b) Safeguarding and promoting your welfare and the welfare of your classmates.
 - c) Facilitating the efficient operation of the site; and ensuring that we comply with all of our legal obligations.

5.2 We may also use your personal information in the following situations, which are likely to be rare:

- a) Where we **need to protect your interests** (or someone else's interests), for example, to prevent someone from being seriously harmed or killed
- b) In exceptional circumstances with your **consent**.

5.3 We use your personal information in the following ways:

- a) We use the Joining Data for:
 - a) Reviewing your application form.
 - b) Checking you are legally entitled to study in the UK.
 - b) We use the Student Data for:
 - a) Providing you with an education.
 - b) Safeguarding and promoting your welfare and the welfare of others (for example, so that we can look after you if you are hurt).
 - c) Telling the appropriate coaches and tutors if you have a health issue.
 - d) Telling your teachers if you have special educational needs or need extra help with some tasks.
 - e) If we have information that you suffer from an allergy we will use this information so that we can look after you (for example when preparing meals for you).
 - f) If we have information that you suffer from a disability we will use information about that disability to provide support (for example by making sure that you can access everything that you might need).
 - g) We use CCTV to make sure the site is safe. CCTV is not used in private areas such as changing rooms.
 - h) Where appropriate, we will have information about your religious beliefs and practices. For example, if you do not eat certain foods.
 - i) Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
 - j) Ensuring that we provide a safe and secure learning environment and site.
 - k) We may use photographs or videos of you for our website and social media sites or prospectus to show prospective students what we do here and to advertise our courses. We may continue to use these photographs and videos after you have left us.
 - l) Recording your attendance and contribution to the course.
 - m) Reviewing information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other students.
 - n) Publishing our results, performance events and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
 - o) We will keep details of your address when you leave so we can send you our newsletter and find out how you are getting on. We must make sure that our computer network is working well and is secure. This may involve information about you, for example, our anti-virus software might scan files containing information about you.
- 5.4 We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. In certain circumstances we will look at the content of your communications (e.g. emails and text

messages). We monitor and look at your use of our technology to ensure you are complying with the Student Handbook and IT Acceptable Use Policy.

- 5.5 We will only use your personal information for the purposes for which we collected it unless we think that we need to use it for another reason **and** that reason is compatible with the original purpose.
- 5.6 If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 5.7 Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

6 How we use particularly sensitive personal information

6.1 We may also collect, store and use the following special categories of more sensitive personal information:

- a) Information about your nationality, race or ethnicity;
- b) information about your religious beliefs;
- c) sexual orientation, gender;
- d) trade union membership;
- e) information about your health, including any medical condition, health and sickness;
- f) genetic information and biometric data;
- g) information about criminal convictions and offences.

6.2 These categories of particularly sensitive personal information require higher levels of protection.

6.3 We need to have further justification for collecting, storing and using this type of personal information.

6.4 We may process special categories of personal information in the following circumstances:

- a) In limited circumstances, with your explicit written consent.
- b) We are allowed to use special categories of personal information where doing so is **necessary in the substantial public interest**. For example, using information about your health to look after you. We may also use other types of special category personal data about you to provide you with an education, to provide pastoral care or provide feedback to inspectors.
- c) There will be times when we need to use your information because we are an **employer** (e.g. we employ your coaches and tutors). We also use your information to comply with **social protection law** (e.g. to look after you) and social security laws. Social protection law is concerned with situations that affect people's wellbeing.
- d) Where we need to carry out **medical treatment** and the management of healthcare services.
- e) In limited circumstances we may use your information to protect your **vital interests** or the vital interests of someone else (e.g. if you or they are seriously hurt).

- f) Rarely, we may process this type of information where it is needed in relation to **legal claims** or where it is needed to **protect your interests** (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

7 Information about criminal convictions

- 7.1 In exceptional circumstances, we may use information about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where such processing is necessary to carry out our obligations, to exercise our rights or to look after students.

8 Automated decision-making

- 8.1 Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention.
- 8.2 We do not expect that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.
- 8.3 We do not make automated decisions on the basis of any particularly sensitive personal information, unless we have your explicit written consent or it must be justified in the public interest, in which case we will put in place appropriate measures to safeguard your rights.

9 Data sharing

- 9.1 We may have to share your data with third parties, including students, third-party service providers who provide services to us and other third parties who use your information, as data controller, for their own purposes.
- 9.2 We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- 9.3 Where we share information with other data controllers, they are responsible to you for their use of your information and compliance with the law. We share information with other data controllers as follows:
 - a) We are legally required to provide the Office for Students with certain information but this is usually pseudonymised.
 - b) We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue.
 - c) We are a charity which means that we may need to share your information with the Charity Commission which checks how we are behaving as a charity.
 - d) Depending on where you will go when you leave us we will provide your information to potential employers. For example, we will share information about your time here, any relevant awards you have won and provide references.
 - e) If someone makes a complaint about how we or you have behaved, we may need to use your information to deal with this appropriately.
 - f) We use consultants, experts and other advisors (like lawyers) to assist the School in fulfilling its obligations and to help run the School properly. We will share your information with them if this is relevant to their work.
 - g) If you misbehave in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police.

- h) We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- 9.4 The following activities are carried out by third-party service providers on our behalf: IT services and catering

9.5 All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

10 Transferring information outside the EU

10.1 The majority of data we process is hosted on data servers within the EEA.

10.2 We use e-tapestry by Blackbaud as our Fundraising and Marketing database. Blackbaud is based in the US and your data in relation to the Fundraising and Marketing is likely to be transferred to the US. Blackbaud have stated that they comply with the EU-US Privacy Shield Framework as set out by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries. It is subject to enforcement by the Federal Trade Commission. This decision includes all their wholly-owned US subsidiaries.

11 Data security

11.1 We have put in place measures to protect the security of your information. Details of these measures are available from the Finance Director.

11.2 Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure

11.3 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

11.4 They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Finance Director.

11.5 We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

12 How long will we use your information for?

12.1 We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

12.2 In rare cases we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

12.3 Please see our Information and Records Retention Policy for more detailed information. A copy can be provided upon request.

13 Your rights in connection with your personal information

13.1 Under certain circumstances, by law you have the right to:

- a) **Request access** to your personal information (this is called a "data subject access request"). This is where you can receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) **Request correction** of the personal information that we hold about you. This means you can have any incomplete or inaccurate information we hold about you corrected.
- c) **Request erasure** of your personal information. This means you can ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- d) **Object to processing** of your personal information (tell us to stop) where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- e) **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) **Request the transfer** of your personal information to another party.
- g) **Withdraw consent** in the rare occasion where you may have provided your consent processing of your personal you have the right to withdraw your consent at any time. Once you tell us that you have withdrawn your consent, we will stop processing your information for that purpose unless we are required to continue to process your information in accordance with another lawful basis which has been notified to you.

14 Further information and guidance

- 14.1 This notice is to explain how we look after your personal information. Please speak to the Finance Director if:
- a) you would like to exercise any of your rights listed above;
 - b) you would like us to update the information we hold about you; or
 - c) you would prefer that certain information is kept confidential.
- 14.2 The Finance Director is in charge of the School's data protection compliance.
- 14.3 If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk
- 14.4 You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- 14.5 We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.