

RAMBERT SCHOOL STUDENT DATA PROTECTION POLICY

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1. What is Data Protection?

While you are a student at Rambert School and after you cease to be a student, we need to collect, store, use and disclose certain data about you. We require this information for our normal business purposes, such as services to applicants, current students and alumni.

When we process data about you, we have to observe the requirements of the Data Protection Act. The Act establishes a framework within which information about living individuals can be legally gathered, stored, used and disseminated. At its core are eight Data Protection Principles which Rambert School and other organisations must abide by. These specify that personal information must be:

- Processed fairly and lawfully.
- Obtained for specified and lawful purposes, and not used for purposes other than those for which it was gathered.
- Adequate, relevant and not excessive.
- Accurate and where necessary kept up to date.
- Kept for no longer than necessary.
- Processed in accordance with individuals' rights.
- Kept secure.
- Not transferred outside the European Economic Area unless certain conditions are met.

These protections apply to information in electronic form, and too many types of data in paper form. Further information about the Data Protection Act is available from the Information Commissioner's Office, an independent body that monitors compliance with the Act.

Rambert School is committed to meeting its responsibilities to current and former students under the Data Protection Act. Our Data Protection Policy specifies the steps which Rambert School is

taking to meet its Data Protection obligations, and is binding on all members of the School (for more information about this policy please contact judy.bowden@rambertschool.org.uk). This statement is designed to highlight the areas of Data Protection which are of particular concern to students, and to help students understand how information about them will be used.

2. What information does Rambert School hold about me?

Rambert School will collect data about you in the course of our dealings with you as a current or former student, for example, when you apply, when you enrol, and as you progress through your course. If you are a current or former student, examples of the data which we may hold about you include:

- Your name.
- Your contact details.
- Details of your emergency contacts.
- Your date of birth.
- Your nationality.
- Your ethnic origins.
- Your academic background and qualifications.
- Your academic record while at Rambert School, including details of any degrees which you are awarded.
- Any disabilities which you have disclosed to us.
- Medical information.
- Fee information and sponsorship details.
- Your use of facilities such as the Library.
- Any disciplinary action taken against you.
- A digital photograph of you, which is used to produce your student ID, and for security and identification purposes.

Data about you will be gathered and held in both digital and paper form.

Sensitive Data

Some of the information we hold about you (such as your ethnic origins, medical information and information about disabilities) is classed as "sensitive" personal data under the Data Protection Act. We collect this because we are required, under the law, to monitor whether our equal opportunities policies are working satisfactorily and because we cannot give disabled students the support they need if we do not know about the disability.

3. How will my data be used?

By commencing or enrolling as a student at Rambert School, you consent to Rambert School collecting, storing, using and otherwise processing data about you for any purposes connected with your studies, your health and safety and for other legitimate reasons while you are a student. We will also use your data for certain purposes after you cease to be a student.

Rambert School will only use your data fairly and lawfully in accordance with our obligations under the Data Protection Act. Any use by Rambert School of your data must also be covered by our registration with the Information Commissioner. This is available on the Information Commissioner's Office website, and describes in a general way how we process personal data about students and other individuals.

The Data Protection Act requires us to keep your data secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised disclosure. Only members of staff who need access to relevant parts or all of your data will be authorised to do so. Information about you in electronic form will be subject to security restrictions, while paper files will be stored in secure areas with controlled access.

Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a student:

- To administer your studies and record academic achievements (e.g. your course choices, examinations and assessments, and the publication of pass lists and graduation programmes).
- To assist in pastoral and welfare needs (e.g. the physical therapy service and services to students with disabilities).
- To administer financial aspects of your registration as a student (e.g. payment of fees, debt collection).
- To manage School facilities, such as computing facilities and the Library.
- To produce statistics and to conduct research into the effectiveness of our programmes of study.
- To monitor our equal opportunities policies.
- For security and disciplinary purposes.
- For internal and external audits, and quality assurance exercises.
- For marketing and alumni relations purposes.

4. Who receives my data?

Rambert School will only disclose information about you with your consent, or where disclosure without your consent is required or permitted by law. This section outlines the major organisations and the most common circumstances in which we disclose data about students.

The Conservatoire for Dance and Drama

When you register as a student at Rambert School, you also register as a student of the Conservatoire for Dance and Drama (CDD). For details of information held by CDD and what happens with that data, please see the CDD Data Information for Students. This includes information about how your information is used by the Higher Education Statistics Agency, the National Student Survey, the Student Loans Company and other higher education bodies. Rambert School may also share additional data with CDD in very specific cases, for instance where a student submits a complaint to the Office of the Independent Adjudicator.

The University of Kent

The University of Kent validates degree programmes delivered by Rambert School, oversees the National Centre exam board, and produces degree certificates and transcripts. For this reason Rambert School will share some of your data with the University of Kent, specifically information related to:

- Contact details
- Academic records
- Assessment
- Progression
- Concessions
- Academic misconduct
- Disciplinary procedures

- Reasons for intermission
- Appeals
- Complaints

Details of successful degree candidates are also included in programmes and other information connected with graduation ceremonies produced by Kent.

References and confirmation of qualifications

Rambert School may release data about you in response to a request for a reference or for confirmation of your qualifications. If you have completed a degree programme at Rambert School we will normally confirm your qualifications (but not the fact that you have failed an award) in response to a bona fide request from an employer or another academic institution, unless you have told us not to do so or we have reason to believe that the request is not legitimate. If you do not want us to provide confirmation of your qualifications, please contact the Admissions and Registry Manager.

Where you have provided the name of a member of staff as a referee, we will assume that this means that you have given your consent for the disclosure of personal information in the form of a reference. You should ensure that any Rambert School staff whom you wish to cite as referees are aware that they may receive reference requests for you, and have agreed to provide you with a reference. Failure to do so could delay our response to a request, if we need to check that a request is legitimate.

UK Border Agency

This section applies to students who require a visa to enter the UK to study at the Rambert School. To assist in preventing immigration fraud, from 2009 Rambert School will be required to report to the UK Border Agency details of students subject to immigration control who fail to enrol, who discontinue their studies or who fail to maintain contact with Rambert School. We may also be required to provide the Border Agency with other information about students. From time to time, Rambert School may also receive enquires from UK immigration officials regarding the status of applicants or students, e.g. to check whether an offer of a place has been made or whether a student has enrolled.

Rambert School will normally provide information about applicants and students when requested to do so by UK immigration officials. Failure to do so, in some cases, could lead to the School's removal from the list of institutions approved to receive overseas students. We will maintain the records about students (e.g. attendance) which we are required to maintain to meet the Border Agency's requirements.

Other disclosures

Examples of some of the other situations in which we may disclose information about you include:

- Disclosure to law enforcement agencies, where necessary for crime prevention or detection.
- Disclosure to local authorities, for purposes connected with electoral registration, council tax or the investigation of benefit fraud.
- Disclosure to the Quality Assurance Agency, during institutional audits and other quality assessment exercises.
- If you leave Rambert School owing money to the School, we may at our discretion pass this information to a debt collection agency.

- We may disclose information for the purpose of verifying the data about you held by Rambert School, by another higher education institution or by government agencies.

5. What are my rights?

You have a number of rights under the Data Protection Act in respect of the information which Rambert School holds about you, and how we can use that information. These include:

- The right to prevent us from using your data for direct marketing purposes.
- The right to prevent us from processing your data in a way which causes or is likely to cause you substantial damage or distress. You can do this by serving us with a notice under section 10 of the Data Protection Act. However, we may refuse to accept such a notice in certain circumstances: for example, if doing so would prevent us from processing data which is necessary for our contract with you as a student.
- The right to require us to correct, erase or destroy inaccurate data.
- The right to get access to the data which we hold about you for further information on how to exercise these rights, please contact the Admissions and Registry Manager

6. Can I get access to my data?

Currently our former undergraduate students can get a transcript of their academic results by contacting the University of Kent Student Records Office. To get access to other data which Rambert School holds about you, you should submit a subject access request under the Data Protection Act. This involves completing our subject access request form available from the Admissions and Registry Manager judy.bowden@rambertschool.org.uk We will charge £10 per request.

7. Where can I get advice/further information?

The Data Protection Coordinator is responsible for Rambert School's compliance with the Data Protection Act, and can provide general advice on Data Protection issues. The Data Protection Coordinator can be contacted by email to judy.bowden@rambertschool.org.uk, tel. 020 8892 9960, or by writing to: Data Protection Coordinator, Rambert School of Ballet and Contemporary Dance, Clifton Lodge, St Margaret's Drive, Twickenham, TW1 1QN.

8. What are my responsibilities?

Rambert School will make every reasonable effort to keep your details up to date. However, it is your responsibility to provide us with accurate information about yourself when you apply and when you enrol, and to let us know of any subsequent changes to your details, such as changes to your name or address by informing the Admissions and Registry Manager (Stevie Taylor, judy.bowden@rambertschool.org.uk).

Any information which you supply to Rambert School about your emergency contacts will only be used in an emergency, and will only be disclosed in your immediate health or safety interests. By enrolling, you agree to inform your emergency contacts that their data are being held by Rambert School for these purposes.

It is very important that you notify Rambert School of any changes to your emergency contacts by informing the Admission and Registry Manager judy.bowden@rambertschool.org.uk

9. What happens after I finish/graduate?

After you leave Rambert School, we will continue to hold data about you in digital and paper form. Some information (such as your dates of attendance and your degree) will be retained permanently; other data will be disposed of from time to time in accordance with the School's data retention policies.

By enrolling as a student at Rambert School, you consent to Rambert School processing data relating to you after you leave for any purposes connected with your studies and your status as a former student, and for other legitimate reasons. Examples of how we may use your data after you finish or graduate include:

- To provide evidence of your academic achievements when requested to do so: e.g. transcripts, confirmation of qualifications and references.
- To provide information to regulatory bodies and other agencies to whom we are legally required to supply data.
- To maintain contact with you as an alumnus/alumna, or if you become a professional member of our Artist and Company Development Centre (ACDC).
- For audit and quality assurance purposes.

We may contact you for a limited range of research purposes after you leave Rambert School. If you are an undergraduate student, about six months after you graduate the Higher Education Department will send you the questionnaire for the Destinations of Leavers from Higher Education (DLHE) survey. If you are an alumnus/alumna, you can register changes of address and other contact details by contacting reception (admin@rambertschool.org.uk).

10. Status of this statement

This Statement is effective from November 2016. It will be reviewed from time to time as necessary.

ST 19/01/2017