

Privacy statement: Applicants and Students

The Royal Northern College of Music (RNCM) is committed to handling and storing personal information in compliance with the terms of the General Data Protection Regulation (GDPR). This applies whether the information is obtained from individuals through this website and / or completing web forms or by other means such as phone calls, e-mail or in printed form.

In all instances, the RNCM is the data controller; its Data Protection Policy may be viewed [here](#)

Whose information do we collect?

We collect information about the following categories of people:

- Applicants
- Students

What information do we collect and/or process?

Applicants:

- Biographical: name, title, previous surname, date of birth, gender
- Contact details: postal address, personal email address, phone number
- Educational background and qualifications
- Current interests and preferences
- Professional activities
- Bank or credit card details for deposit purposes
- Financial details
- Passport and visa details
- Photograph

Registered Students (all of the above plus):

- Next of Kin details
- Emergency Contact details
- Bank or credit card details – tuition fee payments
- Financial details
- Passport and visa details
- Photograph
- DBS Details

We may also collect, use and process the following special categories of your personal information:

- Your health, including any medical condition, sickness absence records (including details of the reasons for sickness absence being taken), medical reports and related correspondence
- Whether you have a disability in respect of which the College needs to make reasonable adjustments
- Ethnicity, sexuality, religion or belief
- Criminal convictions and offences

How do we collect the information?

Information is collected under the following circumstances:

- From individuals who provide contact details for open day activities, apply for a programme or register as a student with us
- From UCAS Conservatoires for applications submitted through that system
- From other institutions involved in joint programmes with the RNCM
- From the Student Loans Company

When we obtain personal data about you from third party sources, we will ensure that the third party has lawful authority to provide us with your personal data.

We use 'Cookies' on our website to allow us to see how our website is used and to improve our services to you. None of this information identifies you personally. For more information see [here](#).

Why do we collect the information?

We collect the information in order to:

- manage the application, audition and offer process
- administer studentship
- process fees and funding
- administer teaching, examinations and academic progression
- administer complaints and appeals
- investigate plagiarism detection and student discipline
- provide Students' Union membership
- provide library borrowing and monitoring of usage
- provide disability support where required – information relating to disability is shared internally where needed to ensure reasonable adjustments and support are provided, and externally to assist the student in accessing specialist funding
- facilitate quality reviews, audits and equal opportunities monitoring
- produce statistical returns required for third party government bodies
- provide information to councils regarding student council tax exemption
- provide information to United Kingdom Immigration and Visas (UKVI) authority as appropriate

Under the terms of the GDPR the lawful bases for the RNCM processing your personal information are:

- it is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- to comply with a statutory obligation
- that you have given us your consent to do so

Who collects the information?

Information is collected by, and on behalf of, the RNCM. It may be shared by departments within the RNCM in order for us to undertake a range of a range of administration and communications activities, both electronically, in print and through other channels.

How long do we hold the information?

Information is retained for as long necessary for the purpose for which it is required, and in line with the [RNCM Retention Schedule](#). Core student data may be retained indefinitely for archival and historical research purposes.

Where your information is stored

Your information is stored on secure, password protected databases and networks, and also in paper form. Access to the information is given only to staff with the appropriate authorisation.

Data is held mainly in the United Kingdom, with some on servers within the European Union.

CCTV and ANPR

The RNCM operates CCTV camera surveillance throughout the building and on the perimeter of the premises. The system is in place for the purposes of safeguarding personal security, to protect property and for the prevention and detection of crime. The images are stored securely and monitored in a controlled space. Images may be shared with Greater Manchester Police if required for the investigation of crime.

The RNCM operates an ANPR system in its car park situated under the Sir Charles Groves Hall of Residence, adjacent to the RNCM building. This system is used for the purpose of granting access to authorised users of the car park and to manage use by visitors.

Data sharing

The College will share your personal information with:

- government bodies such as the Office for Students, for completion of government supported surveys e.g. the National Student Survey, the Destination of Leavers from Higher Education (DLHE) Survey and the Teaching Excellence Framework
- the Higher Education Statistics Agency for the analysis of student statistics. Please refer to [HESA's privacy notice](#) for further information.
- Sir Charles Groves Halls of Residence (Liberty Living) to assist with provision of student accommodation
- local councils, in order to facilitate student council tax exemption
- Greater Manchester Police and other relevant authorities for purposes relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security
- your prospective principal study tutor (for new students)

With your consent your information will also be shared in order to:

- verify details of your qualifications to potential employers or educational providers whom an individual has approached
- administer professional engagements
- administer placements with providers, as part of the academic programme

In order to achieve the purposes for which we are processing your personal data we may need to share your personal data with other organisations based within the European Union or, if outside the European Union, based in countries that have comparable levels of protection. This will normally be with your consent.

Your rights

You have the right to request copies of any of your data held by the RNCM. Details of our Subject Access request procedure are available on the website or via the

Quality Assurance and Enhancement Manager
Royal Northern College of Music
124 Oxford Road
Manchester
M13 9RD
T 0161 907 5240
E foi@rncm.ac.uk

You have the right to have your data rectified. If you wish to amend the information we hold about you, contact Registry.

Contact and complaints

If you have any queries or complaints about this policy please contact:

Data Protection Officer (DPO)
Royal Northern College of Music
124 Oxford Road
Manchester
M13 9RD

or email to foi@rncm.ac.uk

If you are dissatisfied with the RNCM's response to your request to access to your data, or handling of your request to rectify or erase your data, you may contact the

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
T 0303 123 1113
www.ico.org.uk/concerns

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