

# RNCM Short Courses and Summer Schools Privacy Statement

---

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 directly from individuals through the RNCM website by completing web forms or by other means such as phone calls, e-mail, and printed form or in person. It also applies to information obtained from publicly available sources.

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

## What information do we collect?

Via your Summer School application and payment, we collect all or some of the following information:

- Biographical – name and date of birth
- Contact details – postal address, email address, phone number
- The instrument(s) you are interested in studying with us
- Professional activities – if you have provided links to your personal website or social media channels
- Any special or dietary requirements you may have, as disclosed at application
- Record of payment (We do not retain bank account or bank card details)
- Attendance at events/activities during the summer school

## How do we collect the information?

Information is collected under the following circumstances:

- Application, via the college website or email to a Summer School Administrator, to attend the summer school
- If you are nominated as a Summer School delegate's Next of Kin
- If you are nominated as Summer School delegate's travel partner (International delegates only)

## Why do we collect the information?

We collect the information in order to:

- administer and manage the summer school
- monitor progression to application

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

- we need it to fulfil a contract (the delivery of the summer school course)
- we need it to pursue our legitimate interests

## Who collects the information?

Information is collected by the RNCM. It may be shared by departments within the RNCM for internal reporting purposes. Some of your information may also be shared with Liberty Living at Sir Charles Groves Halls of Residence for the purposes of fulfilling the contract of your accommodation for the duration of the summer school if you opted for this. The details shared with Liberty Living at Sir Charles Groves Halls of Residence will be your Full Name, Gender, Date of Birth and email address. We will also share your Next of Kin's Full Name, Contact Phone Number and email address, in case of emergency.

If you have provided details of a travel partner (International delegates) and they have expressed interest with an administrator to stay at the halls for the duration of the course, their Full Name and email address may be shared with Liberty Living at Sir Charles Groves Halls of Residence for the purposes of a direct booking of accommodation with them.

## How long do we hold the information?

Information is retained for as long necessary for the purpose for which it is required.

## Where your information is stored

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

Data is held mainly in the United Kingdom.

## CCTV & 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.

## Your rights

**You have the right to request copies of any of your data held by the RNCM**

Details of our Subject Access procedure are [here](#) or contact AQM:

Academic Quality Manager  
Royal Northern College of Music  
124 Oxford Road  
Manchester  
M13 9RD

**You have the right to have your data rectified or erased**

If you wish to amend the information we hold about you or the type of communications you receive, please contact the person or department which sent the communication.

## 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 send an e-mail to [foi@rncm.ac.uk](mailto:foi@rncm.ac.uk)

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

Information Commissioner's Office,  
Wycliffe House, Water Lane,  
Wilmslow, Cheshire  
SK9 5AF  
Tel.: 0303 1231113 | [ico.org.uk/concerns/](https://ico.org.uk/concerns/)