



Royal Conservatoire
of Scotland

RCS PRIVACY NOTICE: STUDENTS & APPLICANTS

As a student of the Royal Conservatoire of Scotland (RCS), your privacy is important to us. This privacy notice aims to explain how we look after your data, why we process your data and how your data is used, stored and protected. This privacy notice will also advise you how to access your data, make changes and stay informed.

WHO WE ARE

The Royal Conservatoire of Scotland is a Higher Education Institution (HEI) and a performing arts venue based in Scotland. The RCS will process your personal data to provide you with RCS services and to undertake its responsibilities as a HEI in Scotland. Our Data Protection Officer can be contacted at dataprotection@rcs.ac.uk

HOW WE LOOK AFTER YOUR DATA

We will comply with data protection law which means your personal data will be:

1. Processed lawfully, fairly and in a transparent manner
2. Collected for specific, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and up to date
5. Kept in a form which could identify individuals for no longer than is necessary and securely deleted thereafter
6. Processed in a manner that ensures appropriate security of the personal data.

HOW WE COLLECT YOUR DATA

We collect personal information about you in order to create and maintain adequate records in relation to your journey as a student/applicant at the RCS. We will collect and process personal information directly from you, or from an authorised third party such as UCAS.

WHY WE PROCESS YOUR DATA

As a data controller, the Royal Conservatoire of Scotland will process your personal data under the provisions of the General Data Protection Regulation and subsequent legal provisions.

In particular, we will process your data in order to fulfil our public task as a public authority and under the following circumstances:

- I. Where we need the data to fulfil our contract to you (including our responsibilities in providing you with an education)
- II. Where we need to comply with a legal or statutory obligation
- III. 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.

We will only use your personal information for the purposes for which we collected it. For any situation where we will be using your data for any further purpose, we will not do so without your explicit consent. Your consent will always be asked for freely and will involve a positive “opt-in” from you.

WHAT DATA WE WILL PROCESS

As a student of the RCS, you will have a core “student record”, this will be formed by the information provided by you as part of your application, during the registration process and other information added throughout your student life. The Conservatoire will collect and process both personal data and special category data including but not limited to those listed below.

- Personal and family details (including emergency contact details)
- Social circumstances
- Financial information
- Education and student records
- Disciplinary and attendance records
- Relevant employment details
- Images, for authentication and identification purposes
- Goods or services provided

Processing of special category data will only be undertaken in very limited circumstances and will be to meet a legal obligation or more usually, with your explicit consent in advance. Such data is defined as:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data, biometric data for the purpose of uniquely identifying an individual
- Health data
- Sex life or sexual orientation

HOW YOUR DATA IS BEING USED

We will collect and process your information for the following reasons:

- To manage all aspects of your application, audition, academic progress and student record
- To manage all interactions with the RCS and RCS processes, including for example: admissions; attendance; appeals, complaints and discipline; assessment and feedback; graduation; health, safety and wellbeing; equality and diversity
- Financial reasons, for example processing fee payments, or other payments made to/by the RCS and the RCS Trust, including bursaries/scholarships, accommodation fees, fines, purchases made through the website
- To administer any placements, internships, student exchanges or apprenticeships we may offer you in conjunction with approved partners
- Providing advice and support in academic and student support and wellbeing service such as the Counselling & Disability Service
- Managing RCS services and membership thereof (if applicable), including those relating to IT services & systems, library, accommodation services and the Student Union
- To promote the RCS: this may include using your photograph or image which has been produced as part of the core RCS activity of education and performance

- Sending you information on Life Long Learning and other RCS learning opportunities
- To develop and improve services through surveys, statistics, audits, research and management information
- Communications with students/applicants (including by electronic means) relating to timetable changes, security incidents, campus evacuation etc.
- Fulfilling statutory reporting requirements i.e. HESA
- Ensuring adequate health, safety & security measures are in place while you are in the RCS premises

We may also collect and process certain “special category” data, such as:

- Information about your race, ethnicity, religion, sexual orientation
- Information about your health, including any medical, health & sickness records
- Information about criminal convictions

If we collect special category data about you, we will have safeguards and justification in place to allow us to process and store that data securely.

IF YOU DO NOT PROVIDE US WITH PERSONAL INFORMATION

If you do not provide us with the personal information we ask for, we may not be able to perform all or part of the contract we have entered into with you (for example allowing you to join the library or providing you with a benefit).

It is also important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your time with us.

PROTECTING YOUR PERSONAL INFORMATION

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used, accessed, altered or disclosed in an unauthorised way. We limit access to your personal information to those employees and third parties who have a business need to have access. This applies equally to paper and electronic records. We have in place procedures to deal with any security breaches and will notify you and the regulator of any suspected breach where we are legally required to do so. Further information can be found in our Data Protection Policy.

DATA SHARING

We may share your personal data with approved third parties (for example UCAS). All our third party service providers are required to afford you the same level of personal information data security as the RCS. These third parties will only process your information at our instruction and that processing will be limited to the agreed specified purposes.

HOW LONG WILL WE HOLD YOUR PERSONAL INFORMATION

We will only retain your personal information for as long as it is necessary to fulfil the purposes we collected it and to fulfil any legal, financial, accounting or reporting requirements. The RCS Record Retention Schedule can be found on the RCS website in our [Freedom of Information Publication Scheme](#)

YOUR RIGHTS

You have a range of rights under data protection legislation. You have the right to:

- **Be informed:** about the collection & use of your data
- **Access:** your personal information (commonly known as a “subject access request”)
- **Rectification:** if information we hold about you is wrong, please ask us to correct it.
- **Erasure:** you can ask us to delete information about you
- **Restrict Processing:** you have the right to ask us to restrict or suppress the processing of your information
- **Data portability:** allows you to move, copy or transfer your data easily from one IT environment to another
- **Object** to our processing where we rely on a legitimate interest (or those of a third party) and you object

Please note that you also have rights regarding automated decision making and profiling, however, RCS do not make any use of any automated decision making or profiling tools. If this changes, we will let you know.

CONTACT US

Please get in touch with us if you have any questions about any aspect of this Privacy Notice, and in particular if you would like to exercise any of your rights as outlined above.

We can be contacted at:

Data Protection Officer, Royal Conservatoire of Scotland,

100 Renfrew Street, Glasgow, G2 3DB dataprotection@rcs.ac.uk