



Royal Conservatoire
of Scotland

Royal Conservatoire of Scotland Trust

Privacy Notice

Document Revision History

Version No.	Version Date	Prepared By	Approved By	Summary
1.1	9 July 2018	Caroline Cochrane		New
1.2	16 Nov. 18	Caroline Cochrane		RCS Trust updates
1.3	24/1/19	Caroline Cochrane	Alan Smith	Including AS feedback

RCS TRUST PRIVACY NOTICE:

This privacy notice explains how the RCS Trust looks after your personal data, why it processes 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 RCS Trust is a charitable trust governed by a trust deed, with the objective of supporting students and graduates of the Royal Conservatoire of Scotland (RCS) with bursaries and scholarships. The bursaries and scholarships are funded by donations from corporates, trusts and foundations, legacies and individuals. The RCS Trust is governed by a board of Trustees. It has no employees. All administrative work to support the RCS Trust is undertaken by employees of the RCS.

The RCS will process personal data in the course of fulfilling its administrative duties to the RCS Trust. The RCS Trust and the RCS will act as joint data controllers and the RCS 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

If you are a student in receipt of a scholarship award, we will collect, update and process personal information throughout the application and audition process, and over the course of your funding period. We will collect and process personal information received directly from you, or from other RCS sources such as the RCS student record system or approved external partners such as UCAS.

If you are a donor, we will collect and process personal information received directly from you.

WHY WE PROCESS YOUR DATA

As a data controller, the RCS Trust 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 under the following circumstances:

- I. Where we need the data to fulfil our contract with you
- 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, which will involve a positive “opt-in” from you.

WHAT DATA WE WILL PROCESS

We will collect personal information about you in order to fulfil the tasks outlined above in “why we process your data”. We will collect and process some or all of the following categories of personal information about you:

- Personal details including name, address, telephone number, email addresses
- Date of Birth
- Gender
- Nationality
- Student ID Number
- Course name, course year, department name and instrument (where appropriate)
- Award information (including references and all other documentation gathered as part of the scholarship/bursary process)
- Social circumstances
- Donor and student financial information
- Education and student records
- Disciplinary and attendance records

Processing of special category data will not be undertaken by the RCS Trust. Processing of special category data by the RCS acting in behalf of the RCS Trust 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. 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.

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 the scholarship and bursary application process including scholarship panels which may review applications received through the RCS audition process, direct applications and mid-year applications
- To match students to specific criteria scholarships and bursaries
- To manage all aspects of your application to the RCS Trust including fulfilling any scholarship and bursary conditions such as organising performances/talks
- To allow communication between donor and award holder where appropriate

- Financial reasons, for example processing payments made to or by the RCS and the RCS Trust for bursaries or scholarships
- 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 RCS activities and events
- To provide management information

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 deliver all or part of the service or stewardship activities. 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.

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 RCS Trustees and RCS employees and third parties who have a legitimate business need. 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 the [RCS Data Protection Policy](#), which has been adopted by the RCS Trust.

DATA SHARING

We may share your personal data with approved third parties. 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 has been adopted by the RCS Trust and can be found on the RCS website.

YOUR RIGHTS

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

- **Be informed:** about the collection and 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 Trust does 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