



## HE Student Privacy Notice

This notice explains how Leeds College of Music collects and shares your personal data, before, during and after you are registered as a student, and how we comply with Data Protection law.

### How we obtain personal data about you

We obtain personal data about you from the following sources:

- from you, when you provide your details to us or register as a student
- from third parties, for example UCAS and the Student Loans Company

Some information that we request is *special category data*, for example information about your race, ethnic origin, religion, health or sexual orientation. You will be able to choose whether you share this information with us.

### The purposes for which we process your personal data and the legal basis for processing

We process your personal data for purposes connected with your studies, your use of our services, your health, safety and wellbeing and the administration of the conservatoire.

Specific purposes include:

- Admission, registration, administration of your studies, assessment and progression
- Administration of student policies and procedures
- Provision of services such as Library, eLearning, student support, IT and enterprise, and the monitoring and quality assurance of these services
- Conferment of awards, including publication of information in Graduation literature
- Processing of student fees and finance, and consideration of prizes, scholarships, bursaries and other discretionary funding
- Production of statistical returns and administration of surveys required by the government
- Informing you about conservatoire services, events and opportunities relevant to your admission, studies and/or career
- Administration of the Alumni Association, including informing you about events, opportunities and fundraising initiatives
- Ensuring the safety of people and property, including ID card production, access control and CCTV
- The operation of lecture capture recording relating to educational activities

We will only process your personal data where:

- It is necessary for us to meet the obligations of your student contract, including the provision of learning, teaching and assessment;
- Is it necessary for us to comply with a legal obligation, like providing your data to HESA;
- It is necessary for us to carry out a task in the public interest, in particular our educational activities;
- It is necessary to protect your life or someone else's; in extreme circumstances we may need to release information about you, for example if there is a medical emergency;

- It is necessary for the purposes of a legitimate interest of the conservatoire, normally where this supports the provision of educational or employment opportunities to our students and alumni; and/or
- You have given us your consent to do so.

We will only process *special category data* where:

- You have given us your consent to do so;
- It is necessary for reasons of substantial public interest; and/or
- In connection with a legal claim.

If you use our website, we use Cookies that will collect your personal data. Our policy on the use of Cookies is available at <https://www.lcm.ac.uk/privacy-cookies/>.

### **Data sharing**

We will share information about you for the following purposes:

- With HESA, the statistical body designated by the Office for Students, whose collection notice can be accessed here <https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- With government bodies designated by the Office for Students for quality assurance, inspection, funding allocation and audit purposes;
- With the Home Office, for the administration of visas and immigration;
- With the University of Hull and its external examiners, and other bodies that validate or accredit our provision;
- With the Leeds City College Group, where it provides services to Leeds College of Music as its wholly owned subsidiary;
- With other institutions that are involved in the delivery of your programme, for example exchange institutions or placement providers;
- With banks and financial institutions including the Student Loans Company in relation to fee payments or debts;
- With local authorities, for enrolment on the electoral register and exemption from council tax;
- With external providers of student support services, including accommodation providers;
- With Leeds College of Music Students' Union, for administration of your membership;
- With the police or another regulatory body for the investigation of crime;
- With your family and/or the emergency services in an emergency situation;
- With employers and other educational institutions that you refer to us to provide references and award verification;
- With external funders who have provided funding for scholarships, bursaries and prizes;
- With the conservatoire's auditors, lawyers and insurers; and/or
- With data processors who process data on behalf of the conservatoire for our purposes, where we are satisfied that they provide adequate safeguards for your privacy.
- On our website and social media platforms, for the promotion of our educational activities.

### **Transfers outside the EEA**

Sometimes we need to transfer data outside the European Economic Area. We will only do this where we are satisfied that the party that handles the data and the country it is processing it in provide adequate safeguards for personal privacy.

## **Records retention**

We will hold your personal data according to our records retention policy and schedule, which is published on Space.

## **Your rights**

You have the right to request access to, copies of and correction of personal data that we hold about you, and to request that we restrict processing or object to processing your data. In some cases, you can request that we erase your personal data and/or provide it in a format that can be transferred easily to a different organisation. If you wish to make use of one of these rights, please contact [dataprotection@lcm.ac.uk](mailto:dataprotection@lcm.ac.uk).

If we have asked for your consent to process your personal data, you can withdraw this consent at any time. To withdraw consent, please contact the relevant department, or if you are unsure, contact [dataprotection@lcm.ac.uk](mailto:dataprotection@lcm.ac.uk). We will explain whether there will be any consequences of withdrawing your consent.

Each year when you register, you will have the opportunity to tell us how you want us to contact you. We will tell you how to let us know if you want to update any of the information that you have given us.

## **Data controller, contact details and complaints**

Leeds College of Music is the data controller for data collected under this privacy notice. We are registered with the Information Commissioner's Office, registration number Z5200037.

If you have any questions or concerns about how your personal data is being processed, you can contact our Data Protection Officer, David Warren, via [dataprotection@lcm.ac.uk](mailto:dataprotection@lcm.ac.uk) or on 0113 222 3400.

If you are unhappy with the way we have processed your data you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk>, but we ask that you raise the issue with our Data Protection Officer first.