

Student Privacy Notice



Collective Acting Studio - November 2022



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Who we are

This is the privacy statement of Collective Acting Studio. This privacy statement explains how we collect and use personal information about you.

We process personal information to enable us to provide education and support services to our students and staff; advertising and promoting the Studio and the services we offer; publication of the Studio magazine and alumni relations, undertaking research and fundraising; managing our accounts and records and providing commercial activities to our clients.

COLLECTIVE needs to process and retain certain personal information relating to you, because you are an applicant to, or student of the Studio. All of your personal information will be treated in accordance with the terms of the General Data Protection Regulation. This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure.

How we collect your data

The personal data COLLECTIVE holds about you is obtained from a variety of sources, including but not limited to:

- Information you have provided on your application form (including applications made directly to the Studio, via a third party such as UCAS, or via a partner institution);
- Information you provide us with annually at enrolment and during the course of your studies;
- Information related to performance, attendance and awards during your studies;
- Partner organisations such as professional bodies, employers, and other educational establishments.

Why we collect and use your personal information

This privacy statement explains how we collect and use personal information about you. When you apply and then accept your offer you enter into a contract with the Studio and agree to accept the Studio's Terms and Conditions, and agree that the Studio can process your personal information for administrative and educational purposes. These include, but are not limited to:

- Administering and providing education & training.
- Recruitment, admissions and enrolment.
- Maintaining your student records and managing academic processes, including attendance and assessment.
- Processing financial transactions including fee payments and the administration of grants and loans.
- Providing advice and support to you, including disability services, counselling and wellbeing services, mentoring, health and safety, attendance monitoring, pastoral services (Personal Academic Tutor system) and careers guidance.
- To protect your vital interests e.g. in an emergency situation.
- Verifying your identity where this is required.
- Contacting you by post, email or telephone.
- Managing behavioural or disciplinary issues, appeals and complaints.
- Providing you with information about educational programmes and services.
- Managing and monitoring access to Studio services including library, IT, printing, sports, catering and events.
- Research including monitoring quality and performance.
- Seeking feedback on Studio programmes, services and facilities.
- Graduation and confirmation of awards.
- Alumni membership.
- Statistical and archive purposes.
- Preventing and detecting crime, fraud or corruption.
- To meet our obligations under equality law.

[Special categories of personal information](#)

Under the UK Equality Act 2010, we need to collect sensitive personal data about our applicants and students on UK campuses to assist with monitoring equality of opportunity and eliminating unlawful discrimination. We hold this information in strictest confidence and only disclose it, again in confidence, to bodies with a statutory duty to collect it, such as the Higher Education Statistics Agency. You can choose whether you want to provide information for this purpose.

Special categories of personal information are afforded an extra level of security and confidentiality. This includes information about racial or ethnic origin, religious or philosophical beliefs, trade union membership, data concerning physical or mental health, data concerning sexual life or sexual orientation and data relating to criminal offences, convictions and sentences.

If a student or applicant declares that they have a disability, we have a duty to disclose this information on a need-to-know basis to staff to ensure that reasonable adjustments are made, enabling disabled students to meet their full academic potential.



[Access to your personal information](#)

The Studio will manage your information securely and will restrict access to only those who need to use it in the course of their duties. The Studio will put in place technical and organisational measures necessary to ensure the security of your information.

The Studio will only disclose your information to third parties where we:

- Have a legal basis to do so under the General Data Protection Regulation; or
- Are required to under a statutory or regulatory obligation; or
- Have your consent.

[Sharing your personal data](#)

To fulfil our statutory or legal obligations your data may be provided, without your explicit consent, to organisations or agents acting on their behalf including but not limited to:

[For academic purposes](#)

- With a partner institution to deliver a programme collaboratively or jointly between the Studio and the partner institution.
- With our external examiners: to check that our assessment of your work is fair.
- For official independent assessment of our programmes e.g. by the [QAA](#).
- Verify your attendance and qualifications, e.g. in a reference for a potential employer or agency (with consent).
- Confirm your attendance, progress and assessment marks to your sponsor or the institution through which you are studying (if this is not COLLECTIVE).
- Arrange a suitable work placement if this is part of your course.
- With relevant support agencies to enable appropriate adjustments to be made in line with an individual needs assessment.
- Publicise your award in our graduation programme and in the list of awards we provide in press releases. You have the right to opt out of your award being detailed in the press release.

To meet statutory and legal obligations

- The Higher Education Statistics Agency (HESA). For more information on what HESA does with your personal data please see the HESA Student Collection Notices (<https://www.hesa.ac.uk/about/regulation/data-protection/notices>);
- Home Office/UK Visas and Immigration (UKVI).
- The Office for Students.
- UKRI, including agents managing the Research Excellence Framework (REF)
- HM Revenue & Customs (HMRC).
- Local authority for Council Tax exemption purposes.
- Embassies and other Governments.
- Law enforcement agencies and debt controllers.
- Potential employers or education and placement providers.
- Research surveys approved by the Studio covering student progress, attitudes, social and financial circumstances including the National Student Survey (NSS).
- Relevant authorities dealing with emergency situations at the Studio.
- The Studio also provides limited information to the COLLECTIVE Students' Union for the purpose of academic representation, running of elections, administering clubs, societies and sports clubs and social marketing activities.

Personal information processed by consent

Where the processing of personal information falls out with the scope of your contract with the Studio (i.e. the information that the Studio is required to process to manage and administer your time at Studio) then we will require another legal reason to process your data. This may require us to ask for your consent for processing. Consent will be sought when it is required.

Use of our Website

COLLECTIVE respects the privacy of every individual who visits our websites or responds to our interactive advertisements. The Privacy Policy on our website outlines the information we collect via its various web pages and how we use that information.

Retention of your personal information

The Studio will retain your personal data only as long as necessary for its purposes as described. Please note, however, that even after termination of your student relationship with the Studio, COLLECTIVE may still need to retain your personal data to satisfy its obligations to keep certain records for particular periods under applicable law.



Your Rights Relating to your Personal Information

You have the right to:

Access your information

Find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request.

Correcting your information

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- We are using that information with your consent and you have withdrawn your consent – see Withdrawing consent to using your information below.
- You have validly objected to our use of your personal information – see Objecting to how we may use your information below.
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest or pursuant to the legitimate interests of us or a third party then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.



[Restricting how we may use your information](#)

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right to validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

[Portability](#)

If we process personal information that you provide to us on the basis of consent or because it is necessary for the performance of a contract to which you are party, and in either case that processing is carried out by automated means, then you have the right to have that personal information transmitted to you in a machine-readable format. Where technically feasible, you also have the right to have that personal information transmitted directly to another controller.

[Automated processing](#)

If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you

Please contact us in any of the ways set out in the Contact information and further advice section below if you wish to exercise any of these rights.

[Changes to our privacy statement](#)

We keep this privacy statement under regular review and will place any updates on this website. Paper copies of the privacy statement may also be obtained by request from the Data Protection Officer.

[Contact details and further advice](#)

If you have any queries about the processing of your personal data as described above, please contact the Studio's Data Protection Officer on office@collectiveactingstudio.co.uk



Complaints

We seek to resolve directly all complaints about how we handle personal information. If you have any issues about this statement or the way the Studio has handled your personal information, please contact the Studio Data Protection Officer in the first instance.

If you are dissatisfied with the response from the Studio, you have the right to lodge a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email: casework@ico.org.uk; Telephone: 0303 123 1113