

ITALIA CONTI

Student Privacy Notice

This Privacy Notice relates to current students of Italia Conti and sets out how we will collect and use personal data relating to you.

We, Italia Conti, 2 Henry Plaza, Victoria Way, Woking GU21 6BU, tel: 01483 322220, are the 'data controller' for the purposes of UK data protection law.

1) Why do we collect and use Student information?

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use student data:

- to ensure only authorised person(s) can access our premises;
- to provide students with a programme of study;
- to support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

2) The categories of student information that we collect, hold and share include*:

- personal (such as name, unique student number, address, contact details, biographical information);
- CCTV records for security purposes;
- characteristics (such as ethnicity, language, nationality, country of birth);
- attendance (such as sessions attended, number of absences and absence reasons);
- assessment;
- exclusions/behavioural.

3) Our lawful bases for processing your personal information for the reasons listed in section 3 above are:

- For the purposes of providing, you with a programme of study, in accordance with the 'public task' basis – we need to process data to fulfil our official duties as an institution.
- For the purposes of safeguarding in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.

- For the purposes of marketing in accordance with the 'consent' basis – we will get consent from you to use your personal data.
- For the purposes of protecting your health and those of others, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of providing services in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us;

4) Special Category Data*

Some of the information we collect may also be fall under 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- ethnicity
- relevant medical records
- special educational needs (SEN).

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way;
- We need to use your information under employment, social security or social protection law;
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The information has already been made obviously public by you;
- We need to use it to make or defend against legal claims;
- We need to use it for reasons of substantial public interest as defined in legislation;
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law;
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law;
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

5) Criminal Offence Data

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- we have got your consent to use it in a specific way;
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;

- the data concerned has already been made obviously public by you;
- we need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims;
- we need to use it for reasons of substantial public interest as defined in legislation.

6) Collecting Student information

Whilst the majority of Student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain Student information to us or if you have a choice in this.

7) Use of your personal data for filtering and monitoring purposes

While you are at Italia Conti, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- comply with health and safety law and other laws;
- comply with our policies (e.g. child protection policy, IT acceptable use policy);
- keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s);
- protect your welfare.

8) Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting institutional events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

9) Use of your personal data in automated decision making and profiling

We do not currently process any students' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant Privacy Notices in order to explain this processing to you, including your right to object to it.

10) Storing student data

We normally hold student data for 7 years after the student leaves. Where students may have taken a course with us in the past where they were of compulsory school age, such information is normally held until the student reaches the age of 25, after which it is securely destroyed. Awarding bodies and examination boards will also store and process your

information, and they will have separate Privacy Notices, and may retain some types of information permanently. You should contact them directly if you have any queries about how your information is stored and processed.

11) Transferring data internationally

We may share personal information about you with the following international third parties*, where different data protection legislation applies, e.g.

- Microsoft Office 365 (Republic of Ireland & United States);
- Survey Monkey (United States).

For the above countries, we share data on the basis of an adequacy regulation (previously named an “adequacy decision” by the UK government).

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In case where we have set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

12) Who do we share Student information with?

We routinely share student information with:

- Council for Dance, Drama and Musical Theatre (CDMT);
- Education and Skills Funding Agency (ESFA) (for Advanced Learner Loan and DaDA funding provision);
- Guilden Village Student Accommodation
- Health Authorities (such as our local Health Protection Team in the event of a notifiable disease incident);
- Higher Education Statistics Agency (HESA);
- Imperial Society of Teachers of Dancing (ISTD);
- Local Authority (Woking Council) and their commissioned providers of local authority services;
- OfS (Office for Students) (for quality assurance monitoring);
- Ofsted (for quality assurance monitoring);
- QAA (Quality Assurance Agency for Higher Education) (for quality assurance monitoring);
- Royal Academy of Dance (RAD);
- The Department for Education (DfE);
- The Student Loans Company (SLC);
- Trinity College, London;
- University of Chichester (Chi)
- University of East London (UEL);
- Where appropriate, schools/colleges that the students may attend after leaving us.

Note: this is not an exhaustive list; there may be other third parties that we share information with on a less regular basis, or organisations with which we share a duty of care and have information sharing agreements.

13) Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share Students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins funding and educational attainment policy and monitoring.

We are required to share information about our Students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupil/Student s) (England) Regulations 2013.

14) Consent

Where we request consent from students, a child aged 13 or older is normally deemed capable of giving consent.

15) Requesting access to your personal data

Under data protection legislation, Students have the right to request access to information that we hold. This is called a "subject access request". To make a request for your personal information, or be given access to your educational record, contact Italia Conti's Data Protection Officer (DPO) at dpo@italiaconti.co.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- restrict the processing of your personal data. (This is a limited right which will apply in specific circumstances and for a limited period).
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.
- in certain circumstances, to be notified of a data breach;
- to ask for the transfer of your data electronically to a third party;
- where the legal basis for us processing your personal data is your consent, to withdraw that consent at any time.

16) Complaints:

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- report a concern online at <https://ico.org.uk/make-a-complaint/>
- call 0303 123 1113;
- or write to: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

17) Contact:

If you would like to discuss anything in this *Privacy Notice* or would like to see a copy of the *Privacy Notice* in the future, please contact us at Info@ItaliaConti.co.uk or on 01483 322220. You can also find a copy of this *Privacy Notice* on Italia Conti's website via www.italiaconti.com

Our Data Protection Officer is Will Flanagan. You can email him directly at: dpo@italiaconti.co.uk

*This list is not exhaustive or may be subject to change at short notice.