



<p>This information takes effect for students first registering for programmes from September 2016 onwards</p>
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Conservatoire information for students

You are registering as a student of the Conservatoire for Dance and Drama and as a student of one of its eight schools, listed below:

Bristol Old Vic Theatre School Central School of Ballet National Centre for Circus Arts (formerly Circus Space) The London Academy of Music and Dramatic Art	London Contemporary Dance School Northern School of Contemporary Dance Rambert School of Ballet and Contemporary Dance Royal Academy of Dramatic Art
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While the Conservatoire is the higher education institution, you will study at your chosen school which delivers the course for which you are registering and which is responsible for that course. The Conservatoire is responsible for ensuring that the course is properly delivered in line with the requirements of the Higher Education Funding Council for England. You are responsible for abiding by your school's regulations and paying your course fees (whether this is through a tuition fee loan or by payment of fees directly to your school).

Data protection statement: information for students

The Conservatoire is governed by the Data Protection Act (1998) as the "data controller" of your personal data. This means that we undertake to use the data fairly and lawfully and to respect your rights as a "data subject". The information collected on the registration form is used to allow us: to administer admissions, courses of study and pastoral care; to monitor student performance; to send communications to students; to compile statistics for internal monitoring and enhancement purposes or for publication; and to make required returns to external bodies, including to the regulator (the Higher Education Funding Council) and agencies of UK Government (eg as a condition of leave to remain in the UK).. Legally, you can refuse to provide the information, but in most cases this would make it impossible to continue as a student.

"Sensitive data"

Some of the questions on the Registration form relate to information legally defined as "sensitive" - for example about ethnicity and disability. We collect this because we are required, under the law, to monitor whether our equal opportunities policies are working satisfactorily and because we cannot give disabled students the support they need if we do not know about the disability. The Registration form allows you to refuse to provide this information but it is helpful (to you as well as us) if you give it.

Who will be able to see your data?

We hold the data securely, both on paper and in electronic form, and the number of people who can access it is carefully limited. We are required to provide information about students to some external agencies including the Higher Education Statistics Agency (see below) and the Student Loans Company, if you apply for a loan. In certain circumstances we would be required to release information required as part of a criminal investigation.

During the course of your studies, you may disclose other personal information to the School/Academy (for example, about medical circumstances or injury). This information is not normally shared with the Conservatoire.

The Conservatoire is also subject to the Freedom of Information Act 2000. All requests for information will take account of our obligations under that Act as well as obligations to protect the personal privacy of students and to comply with the Data Protection Act.

Use of Student Images

Throughout your time as a Conservatoire student it is likely that you will be photographed (and in some cases filmed), either as part of a performance, event or commissioned studio session. These images are stored securely by the School/Academy and the Conservatoire and may then be used for appropriate press, profile-raising and marketing purposes during your time with us and after your graduation.

Examples of this include Conservatoire and School/Academy prospectuses, Conservatoire and School/Academy website/s and leaflets/fliers to promote performances organized though or in collaboration with the School or the Conservatoire. Images are stored both at the School/Academy and centrally at the Conservatoire and can be passed onto external contacts.

The Higher Education Statistics Agency

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). HESA will use the information mainly to produce statistics. Although the statistics are anonymous, the information has to be recorded on an individual basis in order to relate progression and achievement to categories of student - for example by age, gender or region. HESA makes some of the information available to a small number of other organizations that need it to carry out their

statutory functions connected with funding higher education, such as the Higher Education Funding Council for England. HESA may also produce statistics which are released to other approved users, including academic researchers and commercial organizations. Your contact details are not sent to HESA and none of the organisations which use the statistics can identify you or contact you.

Towards the end of your studies, we will pass your contact details to the organization that has been contracted to carry out the National Student Survey. That organization will use your details only for that purpose and will then delete them.

We will also contact you about six months after you graduate to ask you to fill in the HESA 'Destination of Leavers from HE' survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organization that has been contracted to carry out that survey. That organization will use your details only for that purpose, and will then delete them. (If you do not want to take part in this second survey, please let us know.)

Under the Data Protection Act 1998, you have the right to a copy of the information HESA holds about you. You will have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA.

HESA
95 Promenade
Cheltenham
GL50 1HZ

Website: www.hesa.ac.uk/fpn

If you have questions about how your data is used by the Conservatoire or by the School/Academy, you can put them in writing to:

Jacqueline Black
Assistant Registrar (Data)
Conservatoire for Dance and Drama
Tavistock House
Tavistock Square
London
WC1H 9JP

or by e-mail at jacqueline.black@cdd.ac.uk

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