

PRIVACY STATEMENT

Enquirers and Applicants to the Royal College of Music

The lawful basis for obtaining and using your personal data:

We need your personal data in order to process your enquiry or application about studying at the Royal College of Music and to do that we have to establish a contractual relationship with you.

Article 6 of the EU GDPR Regulations concerns the “Lawfulness of Processing” and the following definitions provide the RCM’s legal bases for processing applicants’ data:

6(1)(a) – Consent of the data subject

6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

and

6(1)(c) – Processing is necessary for compliance with a legal obligation

Where did your data come from?

When registering to attend the RCM Open Day or requesting to receive a copy of the RCM Prospectus we record and process the data you provide.

The RCM will use information you provided to either UCAS Conservatoires or on the RCM direct application forms for the Doctoral and Exchange programmes. The RCM may also request further information from you to support or administer your application. The RCM will also use any information provided by your referees and any information recorded following the audition or interview process.

Why do we need your data?

- To manage and plan the RCM Open Day to ensure attendees have the best possible experience.
- To fulfil requests to receive the RCM Prospectus.
- To manage the application and audition process
- To manage offer-holders’ transition from applicants to students

¹All six legal bases for processing data can be viewed here: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/key-areas-to-consider/>

- To meet our legal obligations to provide data to various governmental and non-governmental agencies

What we do with your data

We store your data on secure administrative systems all of which are password protected and access restricted to those RCM staff who need it.

We will use your information to schedule your audition or interview, taking into account any special requirements or needs you may have informed us about.

If we decide to offer you a place at the RCM we will use your information as the basis for your student record.

The RCM does not use any automated processes to make decisions about individuals.

When we share your data

If you apply for a place at the RCM's halls of residence at Prince Consort Village (PCV), you will be asked by Prince Consort Village to consent to PCV and the RCM sharing information about you. We do this so that you can take advantage of the lower rents available to RCM students. Providing you have consented to PCV and the RCM sharing your data, PCV will tell us your name, UCAS ID number, email address and your date of birth and the RCM will confirm to PCV if you have been offered a place on a course.

Other than where the RCM has a legal obligation to share data with third parties, data is not normally shared with any external third party unless the RCM has your express consent to do so. We are required to share your data with the Higher Education Statistical Agency, full details of which are in the HESA Student Data Collection notice [here](#).

The RCM will never sell personal data to third parties.

This Privacy Statement was last updated on 27 February 2018