PRIVACY STATEMENT

Students at the Royal College of Music

ROYAL COLLEGE OF MUSIC London

Purpose

This statement provides information about how the Royal College of Music processes personal data for students registered on the College's degree and diploma programmes, for visiting exchange and experience students and for students attending the International Placement module as part of the degree programme offered at the Nanyang Academy of Fine Arts.

The lawful basis for obtaining and using your personal data

The Royal College of Music (RCM) needs data in order to fulfil its contractual obligations to its students to deliver the education for which they have applied and to participate fully in the services offered to students.

The legal bases for the RCM to process your data are where:

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where did your data come from?

The information you provided when you applied for a place at the RCM forms the basis of your student record, either via UCAS Conservatoires or direct to the RCM, or, in the case of visiting exchange students, via the AEC online application system. For students from the Nanyang Academy of Fine Arts, Boston University or Princeton University, your home institution provided the data that forms the basis of your student record. Your student record is supplemented by the information you provide in the annual online registration and in-person registration sessions which take place before the beginning of each academic year. Your academic record will be updated to reflect your progress through your course.

Why do we need your data?

We store your data on secure systems and servers, including but not limited to systems that manage student information, finance, room bookings, Virtual Learning Environment, library, security and access, IT, all of which are password protected and access is restricted to those RCM staff needing access. Your information will be processed in a variety of ways to meet our contractual relationship with you. These include:

- To manage your progress through your programme and to determine your eligibility for an academic award including academic misconduct and authenticity checks through tools such as Turnitin;
- To administer your financial obligations to the RCM and to manage any scholarships or bursaries that the RCM may give to you;
- To manage your participation in the RCM's musical and outreach projects and events such as graduation;
- To ensure you have access to the RCM's services such as those provided by IT department and the Library;
- To ensure you have access to the services offered by the RCM Student Services department whilst you are student and for a period of no more than five years after you complete your course at the RCM;
- To ensure you have access to the services offered by the Creative Careers Centre whilst you are a student and for a period of no more than five years after you complete your course at the RCM;
- To ensure that the RCM can discharge its duty of care to its students; this includes contacting those people you have identified in the case of an emergency and providing suitable facilities for students' physical and mental wellbeing.

What we do with your data

After you have completed a programme of study, your record will be retained in perpetuity in order for the RCM to confirm your academic and musical accomplishments, and it will be used for compiling statistics. Your contact details will be kept on the RCM Alumni system for use by the Development & Alumni Engagement department. The Development & Alumni Engagement department's Privacy Statement can be viewed here; it sets out in full how the DAE will use your data.

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

When we share your data

We are required to share your data with the **Higher Education Statistical Agency** (HESA), full details of which are in the HESA Student Data Collection notice here.

For students in receipt of funds from the **Student Loans Company** (SLC) or the **US Stafford Federal Loans or Marshall Scholarships programmes**, we will confirm your attendance and registration, and we are obliged to notify the relevant authority of any changes to your circumstances affecting your attendance on your programme.

For students holding **student visas**, the RCM as sponsor is required to notify the UK's Home Office of any significant changes in their circumstances.

For students in receipt of funds from the **UK Research Council** (formerly the Arts and Humanities Research Council) we will confirm your attendance and registration, and we are obliged to notify them of any changes to your circumstances affecting your attendance on your programme.

The **National Student Survey** (NSS) is an annual survey and is run by the Office for Students (OfS) and Ipsos/Mori. The RCM is required to provide the names and contact details of all final year undergraduates to Ipsos/Mori who conduct the survey. Further details on how the NSS manage your data can be found on the NSS website here. The legal basis for the RCM (in common with every other higher education provider in the UK) to provide data to the organisers of the NSS is for *'necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller' in accordance with Article 6 (1)(e) of the GDPR.*

The **Graduate Outcomes Survey** is a survey carried out by HESA of all graduates to find out more information on their employment since graduating. The RCM will provide your contact details to HESA so that you may be invited to take part in the Graduate Outcomes survey. The legal basis for this is *"necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller' in accordance with Article 6 (1)(e) of the GDPR".*

If you apply for a place at the RCM's halls of residence at **Prince Consort Village**, 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, email address and your date of birth and the RCM will confirm to PCV whether you are a registered student of the RCM.

When the RCM awards its students **scholarships** we put the students in touch with the person(s) or organisations who have donated the money to the RCM in order to establish a relationship between the student and the supporter. This means we will share your name, contact details, information about your programme of study, your biography and an image of you with your supporter along with details of any performance projects in which you are involved. Where support is offered in instances of financial hardship, we may share the details of the particular situation with the funding organisation.

We will also provide scholarship holders with the name and contact details of their supporters.

Written work required as part of your course may be submitted to **Turnitin**. Turnitin is widely used in Higher Education institutions across the world and cross-checks students' written submissions against its repository of web pages, academic journals, etc., to detect possible instances of plagiarism. Turnitin requires only minimal personal data, usually just your RCM email account.

The RCM will use your name and details of your performance biography in **concert programmes** or promotional material for any performance projects in which you are involved. Sometimes we may also publish a photograph of you that you will have provided specifically for this purpose. Your image may be used in video recordings the RCM makes of its performances and events which are subsequently broadcast and made available for streaming.

Your name will be published in the **Graduation Ceremony** programme when you are awarded your certificate, diploma or degree, or if you are an RCM prize winner. The Graduation Ceremony programme will also list the course you studied and will indicate your principal study and if you were a scholar. We will not publish any undergraduate degree classifications nor identify any postgraduate distinctions.

We will share your name with the RCM's **External Examiners**. As part of the RCM's quality assurance processes, external examiners are appointed to oversee the academic standards of each programme, and as part of their duties will look at samples of work from a cross section of students each year.

We will share your details with **internal and external auditors** when asked to do so. As a publicly-funded organisation, the RCM is subject to audit and is required on occasion to give the auditors access to students' details in order for them to report on the integrity of the RCM's processes. The auditors will not normally retain personal data once an audit is complete.

The RCM will provide its **debt collection agency** with personal contact details of any student who has significant outstanding debts to the RCM. Personal data will be provided to the RCM's debt collection agency in cases where the RCM has exhausted its own procedures for pursuing a debt.

In the event of the RCM receiving a request from an **Electoral Registration Officer** (ERO), the RCM is legally obliged to provide the information requested in order for students to be registered on the electoral roll.

The only other occasion on which the RCM might have to share data with a third party without express consent would be when it is necessary for protecting the vital interests of a data subject, for example in the **case of an emergency**.

The RCM will never **sell** personal data to third parties.

This document was last updated in August 2026.