



Royal Conservatoire
of Scotland

Privacy Notice:
CHILDREN, YOUNG PEOPLE AND
PRE-HE STUDENTS

Version 1.6, November 2023

RCS PRIVACY NOTICE

At the Royal Conservatoire of Scotland (RCS), your privacy is important to us. This privacy notice outlines the information we hold and how we use it to provide services to young people. It also explains how we look after your data, why we process your data and how your data is used, stored and protected. This privacy notice will also tell you how to access your data, make changes and stay informed.

WHO WE ARE

The Royal Conservatoire of Scotland is a Higher Education Institution (HEI) and a performing arts venue located in Scotland. As a data controller, the RCS will process your personal data to provide you with RCS services and to undertake its responsibilities as a HEI in Scotland. Our Data Protection Team can be contacted at dataprotection@rcs.ac.uk

HOW WE LOOK AFTER YOUR DATA

We will comply with all relevant data protection laws which means your personal data will be:

1. Processed lawfully, fairly and in a transparent manner
2. Collected for specific, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and up to date
5. Kept in a form which could identify individuals for no longer than is necessary and securely deleted thereafter
6. Processed in a manner that ensures appropriate security of the personal data

HOW WE COLLECT YOUR DATA

We collect personal information about you in order to create and maintain adequate records in relation to your interactions with the RCS. We will collect and process personal information directly from you, or from an authorised third party, such as a parent or guardian

TYPES OF DATA

The types of data we collect include:

- Identity Data** for example, your name and date of birth.
- Contact Data** for example your address and email address.
- Organisation Data** for example, your school.
- Marketing and Communications Data** for example, your preferences in receiving marketing communication from us

The above list is not exhaustive but tell you the main types of personal information processed by the RCS about you.

CHILDREN AND YOUNG PEOPLE

In Scotland, a person aged 12 or over is presumed to be of sufficient age and maturity to be able to exercise their data protection rights, unless the contrary is shown.

HOW YOUR DATA IS USED

We use your data for a number of purposes that maybe linked. We will only use your data for the purpose(s) for which it was collected and any purposes that are compatible with that original purpose. If we need to use your personal data for any further reason, we will inform you. Each of these purposes has a lawful basis for using your data. We've outlined the purposes for which we used your personal data as follows:

Purpose 1: Application, Student and Graduate Management	
Description of processing	<p>When you apply to an RCS course, event, project, course trip, competition or activity we will ask for only the necessary personal data about you and your parent/carers to deliver that course or event to you. If you attend any auditions, interviews, or inductions we may collect further personal data during these events to support your interactions with the RCS.</p> <p>Depending on the length of your attendance at the RCS, we may create a core student record that stores your application, audition and interview data as well as information relating to your attendance, assignments, class schedules, and progress notes. In addition to using your personal data to deliver your chosen course we will also use the necessary personal data to provide you with access to RCS services such as the Whittaker library and complementary tickets.</p> <p>After you've completed your course or event, we may contact you to ask for feedback about the course/event you attended as well as providing a reference for you if you ask for it.</p>

Note: If you choose to apply and become an RCS Degree student, we have a dedicated [Students & Applicants](#) privacy notice that will explain how we use your personal data during this time.

Purpose 2: Student Wellbeing	
Description of processing	We will process your personal data to ensure your wellbeing while visiting us, this includes ensuring appropriate health and safety systems and meeting any access requirements you tell us about.

	In the event of an emergency, we may need to use your emergency contact information.
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Purpose 3: Student Support	
Description of processing	<p>As a young person choosing to study at the RCS we may offer you additional funding and/or pastoral support. If you choose to accept this support, we'll use your personal data to fulfill this support programme.</p> <p>If you work with RCS mentors, they may need further information about you and your situation, which may include sensitive personal data to support you effectively. These mentors will keep this information confidential and will ensure that this information is not shared unnecessarily.</p> <p>For specific events and trips for young people we may also offer support to remove barriers to attendance, such as booking travel or arranging for host families. Any information requested to support you with these events/trips will only be used for this purpose.</p>

Purpose 4: Financial Information	
Description of processing	<p>Where any activity requires payment prior to starting we'll ask you or your parent/carer/school for only the necessary personal data to process the payment.</p> <p>During your application you may be asked to supply personal data that will allow us to assess your eligibility for funding support. If you choose to supply this information, we will use this to identify any scholarships and bursaries you may be entitled to and will contact you about them.</p> <p>Where the scholarship and/or bursary are managed by the RCS we may ask for further personal data upon your application to these funds and will use this information only to deliver the funding to you.</p>

Purpose 5: Outreach and Enquiries	
Description of processing	The RCS is dedicated to offering a distinctive programme of in-person and online courses for children and young people. Our outreach programme aims to reach as many children and young

	<p>people as possible and make them aware of the opportunities to learn at the RCS as well as providing information about how to reduce or eliminate the barriers to learning they may face. This outreach programme may ask for limited personal data to send you information about this programme and to allow you to attend specific events at our campus, your school or community location. You may be asked for your personal data from one of our charity partners such as Focus West, LEAPS, ASPIRE North or LIFT Off.</p> <p>If you choose to enquire about our programme we will attempt to respond to your enquiry using only the information given, however we may ask you or your parent/carer to provide further personal data so our staff can provide specific responses especially when you ask about funding opportunities.</p>
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Purpose 6: Photos, Marketing and Social Media

<p>Description of processing</p>	<p>As a performing arts organisation the RCS often records, photographs and streams concerts, events and ceremonies. As a student or event attendee we will ask you about your preferences with regards to photography and video recording. We will process your personal data to fulfill your choice.</p> <p>Additionally, RCS uses marketing materials to promote our activities. If you choose to opt-into receiving marketing communications we will use your contact details to send you information about RCS courses, events and competitions. This may be in the form of a regular newsletter, or it may be a one-off communication about a specific event or course we think may be of interest to you based on your previous interaction with us.</p> <p>If you choose to contact us on social media we will typically respond to you on your chosen platform although we may choose to direct message or email you if we think it more appropriate and we have that option.</p>
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Purpose 7: Maintaining and developing systems and processes

<p>Description of processing</p>	<p>To provide you with the full student experience the RCS processes your personal data in our RCS systems including our online course booking software, day to day course planning and absence reporting process.</p>
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	<p>If you are a pre-HE students you may given direct access to some our systems to in order to easily update your personal data when necessary.</p> <p>In order to ensure we are able to fulfil our reporting obligation to organisation such as Scottish Funding Council we may use your personal data to create anonymous reports and statistics.</p>
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Within our data processing, we may also collect and process certain “special category” data that you provide us, such as:

- Information about your health, including any access or dietary requirements you may have. This is to allow us to ensure that you have the best experience possible in our buildings & venues.
- Information about your health, personal and family life and racial or ethnic origins that will, with your explicit consent, be processed to help reduce the barriers to entry for your involvement in the arts

LAWFUL BASIS FOR PROCESSING

To ensure the RCS is processing your personal data in a lawful and fair way we have documented the following legal basis’s that cover the purposes explained above:

- Public Task
- Contract
- Consent
- Legitimate Interest
- Legal Obligation
- Vital Interest

If we collect special category data about you, we will have additional safeguards in place as well as a separate condition for processing to allow us to process and store that data securely.

IF YOU DO NOT PROVIDE US WITH PERSONAL INFORMATION

If you do not provide us with the personal information we ask for, we may not be able to perform all or part of the contract we have entered into with you (for example, allowing you to attend a workshop or event or sending you information you request about such activities).

It is also important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes or you would like to make any changes.

PROTECTING YOUR PERSONAL INFORMATION

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used, accessed, altered or disclosed in an unauthorised way. We limit access to your personal information to those employees and third parties who have a business need to access your data. This applies equally to paper and electronic records. We have in place procedures to deal with any security breaches and will notify you and the regulator, Information Commissioner's Office, of any suspected breach where we are legally required to do so. Further information can be found in our Data Protection Policy.

DATA SHARING WITH OTHER PARTNERS

We may share your personal data with approved third parties. All our third party service providers are required to provide you the same level of personal information data security as the RCS. These third parties will only process your information at our instruction and that processing will be limited to the agreed specified purposes.

- Personal data will be shared with our external partners such as Focus West to provide opportunities for you to take part in our workshops, programmes and events
- Personal data will be shared for a limited time with software partners when necessary to manage workshops, programmes and events.
- For scholarship recipients, personal data and scholarship outcomes are shared with the scholarship funders as outlined in scholarship recipient paperwork.
- To complete research about our workshops, programmes and events you attended we may collect your personal data via a third party survey company.

HOW LONG WILL WE HOLD YOUR PERSONAL INFORMATION

We will only retain your personal information for as long as it is necessary to fulfil the purposes for which we collected it and to fulfil any legal, financial, accounting or reporting requirements. The RCS Record Retention Schedule can be found on the RCS website in our [Freedom of Information Publication Scheme](#)

COOKIES

RCS uses cookies on our website(s) to track visitor interactions. We then use the information to compile reports and to help us improve our websites. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. You can find our [Cookie Policy](#) online.

YOUR RIGHTS

You have a range of rights under data protection laws. You have the right to:

- **Be informed:** about the collection and use of your data
- **Access:** your personal information (commonly known as a "subject access request")
- **Rectification:** if information we hold about you is wrong, please ask us to correct it

- **Restrict Processing:** you have the right to ask us to restrict or suppress the processing of your information

The following rights apply only in certain circumstances:

- **Object:** to our processing where we rely on a legitimate interest (or those of a third party) and you object
- **Erasure:** you can ask us to delete information about you
- **Data portability:** allows you to move, copy or transfer your data easily from one IT environment to another

You can exercise any of these rights outlined above by contacting dataprotection@rcs.ac.uk. You will receive a response from the RCS within 30 days.

CONTACT US

Please get in touch with us if you have any questions about any aspect of this Privacy Notice, or the way the RCS handles your personal information and in particular if you would like to exercise any of your rights as outlined above.

We can be contacted at:

Data Protection Officer

**Royal Conservatoire of Scotland,
100 Renfrew Street, Glasgow, G2 3DB**

dataprotection@rcs.ac.uk

COMPLAINTS to UK ICO

If you are dissatisfied with the response from the College, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) about our handling of your data.

<https://ico.org.uk/>

<https://ico.org.uk/make-a-complaint/>