

## F Regulations relating to data management and the use of IT

### 1 Data Protection Policy

- 1.1 Staff and students at RCS create, manage, and store sensitive and confidential information that must be protected.
- 1.2 The rules which govern this activity as it relates to the RCS come from the UK General Data Protection Regulation (GDPR) policy. Specifically, the policy governs the management of personal or sensitive information and the use of devices that store, process or provide access to Conservatoire information.
- 1.3 Anyone who studies at or is employed by the RCS including third parties and uses RCS information resources must abide by this policy.
- 1.4 Please see the Conservatoire's [Data Protection Policy, Privacy Notices and all information relating to data subject rights on the Conservatoire Privacy website](#).

### 2 HESA: Student Record

- The Royal Conservatoire of Scotland, in common with all other higher education institutions, is required to provide the Higher Education Statistical Agency (HESA) with information relating to students to the [Higher Education Statistics Agency \(HESA\)](#).
- 2.1 HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the UK.
  - 2.2 We collect the majority of this information from your application record but there is also some additional data required by HESA that we collect during the matriculation process.
  - 2.3 The confidentiality of this personal data is strictly maintained by the Conservatoire and HESA and will only be published in an anonymous statistical format. Further information about what HESA use your data for can be found at: <https://www.hesa.ac.uk/about/regulation/data-protection/notices#student>
  - 2.4 Your contact details may be passed to survey contractors to carry out the **NSS National Student Survey** (NSS) and surveys of student finances, on behalf of some of the organisations listed as Purpose 1 within the document. These organisations and their contractors will use your details only for that purpose and will then delete them.
  - 2.5 A **Graduates Outcomes** Survey is also carried out on behalf of HESA, the scope of which includes all graduates of a given academic year.
  - 2.6 About six months after you graduate, you will be asked to confirm your contact details in advance of the Graduate Outcome Survey by the Higher Education Statistics Agency (HESA). You may also be included in longitudinal surveys of leavers in the years after you graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose and will then delete them.
  - 2.7 HESA uses this data to produce statistical material for the Funding Council and for institutions themselves.

- 2.8 The confidentiality of data is strictly maintained by HESA, the Funding Councils and their agents and material is published only in the form of statistical tabulations.
- 2.9 Any student wishing to see a print-out of the information held about himself, their-self, or herself may apply to the Head of AAS (or nominated equivalent). A fee of £10.00 will be made for the provision of that information.

### **3 Intellectual Property Rights**

All students of Royal Conservatoire of Scotland are required to sign-up to the following statement as part of their matriculation process (with the exception of Research and BA Filmmaking students who are subject to individual agreements published in the relevant code of practice and programme documentation respectively):

I hereby grant to the Royal Conservatoire of Scotland ('the Conservatoire') a non-exclusive licence of the copyright and related rights (including performance rights) in any works created as part of my course of study at the Conservatoire (this includes non-curricula RCS branded performance and creative output).

I agree that this licence permits the Conservatoire to use the work in any way for its legitimate purposes, including (but not limited to) marketing and promotion, commercialisation, learning, teaching, and research.

In addition, I hereby grant a non-exclusive licence to the Conservatoire permitting it to allow use of any recordings made by the Conservatoire of performances by fellow students for their own non-commercial purposes, including but not limited to, inclusion in digital portfolios (subject to third party copyright clearances). The Conservatoire in turn grants to you a non-exclusive licence to use Conservatoire recordings for the stated reasons. This licensing does not affect students' moral rights, including the right to be identified as the creator of a work.

Please note that the full IP Policy is available at: <https://portal.rcs.ac.uk/student-experience-policies-rules-regulations/>

### **4 Copyright**

- 4.1 It is the responsibility of all staff and students of the Conservatoire to ensure that they comply with the provisions of the Copyright, Designs and Patents Act 1988 ('the Act'). Breach of copyright regulations is a criminal offence and may expose both the individual and the Conservatoire to prosecution.
- 4.2 In simple terms, copyright in a literary, dramatic, musical or artistic work exists during the author's lifetime and for a period of 70 years from the end of the calendar year in which the author dies. During this period, a work may not be copied without the permission of the rights or licence holder. Publishers, editors, artists, photographers and arrangers also have rights over a work.
- 4.3 Advice on copyright issues is available from the Head of Information Services and all policies and guidelines are available on the Internal Copyright pages.
- 4.4 The CLA Licence
- 4.4.1 The Conservatoire holds a Copyright Licensing Agency (CLA) Licence to allow copying within clearly defined limits from most books and periodicals.

- 4.4.2 The Licence enables teaching, administrative and technical staff, librarians and all students at the Royal Conservatoire of Scotland to copy for any one programme of study in one academic year as follows:
- 10% or one chapter of a book;
  - 10% or two articles of a journal issue;
  - 10% or one whole scene from a play;
  - 10% or one short story, poem or play from an anthology (not exceeding 10 pages).
- 4.4.3 The Licence does not cover printed music or reproductions of artistic works (including photographs and diagrams).
- 4.4.4 It is a condition of the Licence that the number of multiple copies of any one item of copyright material shall not exceed the number needed to ensure that the tutor and each member of a class has one reproduction only.
- 4.4.5 The Licence permits only limited copying – it is not a licence for unrestricted copying. Permission to copy excluded items or quantities in excess of the stated limit should be sought from the individual publisher on each occasion.
- 4.5 Copying of Sheet Music
- 4.5.1 The copying of printed music is licenced in the RCS by the Higher Education Printed Music License (HEPML). This License allows copying of most sheet music, as long as it is not on the excluded list and an original copy is owned by the RCS.
- 4.5.2 Under the HEPML license the following can be copied:
- i. Whole works
  - ii. No more than 10% (by number of items) of a musical anthology
  - iii. No more than 10% (by numbers of pages) of any workbook
  - iv. Arrangements can be made as long as they are made by staff or registered students solely for pedagogic purposes, including for use in assessments
- 4.5.3 All HEPML copying must be reported to the Licensing agency and instructions can be found at all photocopiers and via the Library.
- 4.6 Copying of Artistic Works  
Photographs and other artistic works may only be copied with the permission of the photographer and/or the artist. Staff planning to use photographs in publications or displays should ensure that they have the appropriate permissions.
- 4.7 Photocopying Services
- 4.7.1 The RCS provides self-service photocopiers/printers and scanners throughout the campus for student and staff use. Appropriate documentation is displayed beside the machines and it is the responsibility of those doing the copying to comply with the law.
- 4.7.2 All teaching related photocopying will be undertaken by the Print Room. The Print Room Manager will refuse all copying requests that do not comply with

the law. Staff should forward evidence of having obtained permission for the copying with their request.

#### 4.8 Off-Air Recordings

The Conservatoire has an ERA Licence which allows off-air recordings of television and radio programmes to be made by staff for use in teaching. The recordings must be listed for the ERA and appropriately labelled. Staff should consult the library staff for advice.

#### 4.9 Use of Sound Recordings

4.9.1 The Conservatoire has a PRS Licence which allows the use of sound recordings in Conservatoire operations. Staff should consult the Production Manager and/or the Performance Library Administrator for advice.

4.9.2 Full [copyright guidelines](#) are available on the Portal and further information on copyright may be obtained from the Head of Information Services.

### 5 Information Security and Acceptable Use of IT

5.1 Acceptable and secure use of IT involves the participation and support of every RCS member of staff and student who deals with information and/or information systems. It is the responsibility of every technology user to know these guidelines and conduct their activities accordingly.

5.2 As a result, students must abide by the following policies:

5.2.1 [IT Acceptable Use Policy](#)

5.2.2 [RCS Information Security Policy](#).

5.3 Conservatoire devices are connected to the JANET network to enable access to the Internet and to web services. Please note therefore that users are also bound by the [JANET Acceptable Use Policy](#).

### 6 Social Media Policy and Procedures

6.1 The term 'social media' refers to any facility for online publication and commentary, including blogs, wikis, forums, social networking sites such as Audiobook, Facebook, LinkedIn, Instagram, X (formerly known as Twitter), Flickr, WhatsApp and YouTube and other emerging platforms which enable similar activity.

6.2 The Conservatoire recognises that social media sites and platforms have become a significant way of life for many people and that, when used appropriately, are a positive way of keeping in touch with friends and colleagues as well as providing an opportunity to communicate with our audiences through new media.

6.3 There are instances, however, where these sites can be used inappropriately in terms of content or substantial use during working hours.

6.4 In particular, improper conduct on social media may have a negative impact on a student's personal and professional reputation, as well as on that of the RCS. As a result, Students of the Conservatoire have a responsibility to follow the RCS Social Media policies.

6.5 Please see the Conservatoire's [Social Media Policy for Students](#) for full details