**PRIVACY STATEMENT FOR TRINITY LABAN LEARNING & PARTICIPATION AND JUNIOR TRINITY PROGRAMMES**

1. **Purpose**

1.1 This privacy statement is intended for applicants, participants, students and their parents or guardians at Trinity Laban Conservatoire of Music and Dance Learning and Participation and Junior Programmes.

1.2 For the purposes of this Privacy Statement, references to Trinity Laban’s Learning & Participation (L&P) programmes should be understood to include the activities of the Trinity Laban’s Junior Department and Trinity Laban’s outreach programmes.

1. **The lawful basis for obtaining and using personal data**
	1. Trinity Laban needs data in order to fulfil its contractual obligations with applicants, offer-holders, participants, students (or their parents or legal guardians) in order to provide them with the education for which they or their children have applied.
	2. Parents or guardians with children under the age of 13 will act on behalf of their children. Children over 13 years of age are deemed competent to understand this privacy statement.
	3. Article 6 of the EU GDPR Regulations concerns the “Lawfulness of Processing” and the following definitions provide Trinity Laban’s legal bases for processing data:

6(1)(a) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes

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

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

6(1)(d) - processing is necessary in order to protect the vital interests of the data subject or of another natural person

1. **Where did your data come from?**

3.1 Trinity Laban will use the information you provided in the application or registration form and may supplement this with information provided following an initial application.

1. **Why do we need your data?**
* To manage the application and/or audition process.
* To manage offer-holders’ transition from applicants to students.
* To manage students’ registration, participation in, and progression through Trinity Laban’s L&P and Junior Trinity Programmes.
* To meet our legal obligations relating to child protection and safeguarding.
1. **What we do with your data**

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

5.2 We will use your data to schedule your audition, taking into account any special requirements or educational needs and disabilities you may have told us about.

5.3 We will use your data as the basis for your student/participant record, should you participate in a Trinity Laban L&P Programme.

5.4 We will use your data to communicate with you information about relevant events offered by Trinity Laban, where you have given the necessary permission on your application or registration form.

5.5 Trinity Laban Programmes does not use any automated processes to make decisions about individuals.

1. **When we share your data**
	1. When students/participants wish Trinity Laban to enter them for external examinations (e.g. TCL / ABRSM exams), Trinity Laban will provide some personal details (name, age etc) to the examination boards.
	2. Trinity Laban participates in the Department for Education’s Music and Dance Scheme and as part of the administration of this Scheme the DfE may ask for copies of students/participants’ reports, which may include students/participants’ names.
	3. Trinity Laban may be required to share data with local council officers with responsibility for child licensing, in order that the child will be permitted to take part in a performance.
	4. Trinity Laban may use your name and details of your performance biography in concert programmes or promotional materials for any performance projects in which you are involved.

6.5 We may also use images of you in promoting Trinity Laban. Your image may be used in video recordings Trinity Laban makes of its performances and events which are subsequently broadcast and made available for streaming. You were given the opportunity to agree (or otherwise) to Trinity Laban using students’ or participants’ images as described above when you agreed to the terms and conditions in the L&P department’s relevant registration form.

6.6 Trinity Laban will provide its debt collection agency with personal contact details of any student/participant or parent/guardian of a student/participant who has significant outstanding debts to Trinity Laban. Personal data will be provided to Trinity Laban’s debt collection agency in cases where Trinity Laban has exhausted its own procedures for pursuing a debt.

* 1. Other than where noted, the legal basis for sharing data is where processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
	2. Trinity Laban has particular responsibility for safeguarding the well-being of its students/participants and has in place a Safeguarding (including Child Protection) policy. On occasions when Trinity Laban has cause to investigate an incident of suspected abuse, it may be necessary to involve external agencies such as the child’s school, social services or the police which will include providing the name of the child concerned.
	3. Trinity Laban may also be required to share data with local council officers with responsibility for child licensing, in order that a child will be permitted to take part in a performance.
	4. The legal basis for sharing data with these external organisations is where processing is necessary to protect the vital interests of a data subject (student/participant) or another person.

***This privacy statement was last updated on 23rd May 2018***