

PRIVACY POLICY FOR STUDENT SERVICES DEP'T

1. DATA CONTROLLER

- 1.1 For the purpose of the DPA and GDPR the Data Controller is Trinity Laban Conservatoire of Music and Dance (Trinity Laban or the Conservatoire). Our Registration Number in the Data Protection Public Register is Z6341141.
- 1.2 Trinity Laban is committed to protecting your personal information and being transparent about what information we hold in accordance with the Data Protection Act and the General Data Protection Regulations. Our Data Protection Officer is the Director of Operations and Business Enterprise, who can be contacted on 020 8305 4372 or at Trinity Laban Conservatoire of Music and Dance, King Charles Court, Old Royal Naval College, Greenwich, London SE10 9JF or DataProtection@trinitylaban.ac.uk.

2. PURPOSE

- 2.1 This statement provides information about how Trinity Laban processes personal data for students using the services and facilities offered by the Student Services department

3. THE LAWFUL BASIS FOR OBTAINING AND USING YOUR PERSONAL DATA

- 3.1 Trinity Laban Conservatoire of Music and Dance's (Trinity Laban) Student Services department will keep Trinity Laban's current and former students informed of the services it provides.
- 3.2 Full details of the services provided by the Student Services department are available on Trinity Laban's intranet.
- 3.3 The lawful basis for obtaining and using your data is to fulfil our contractual obligations to you by offering you access to these services whilst you are a student and for a period of up to five years after you complete your course.

4. WHERE DID YOUR DATA COME FROM?

- 4.1 The information held on your student record will form the basis of the record held by the Student Services department. This is taken from the information you provided to Trinity Laban when you applied for a place and subsequently registered for a course.

5. WHY DO WE NEED YOUR DATA?

- 5.1 We store your data on secure systems and servers all of which are password protected and access is restricted to those Trinity Laban staff needing access.
- 5.2 We will use your data in order to keep you informed of the activities of Student Services department and to assist in the management of the services provided to students.

6. WHAT WE DO WITH YOUR DATA

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

6.1 Your data will only be kept by the Student Services department for five years, after which it will be deleted/archived.

7. WHEN WE SHARE YOUR DATA

7.1 We will share data with third parties where it is in your vital interests. An example of this would be in the case of an emergency relating to a person's health, either physical or mental.

7.2 We will share your data when you have given your permission to do so and you understand the reasons for sharing your data.

7.3 We will share your data where there is an overriding legal requirement to do so and where a civil or criminal action would result were the information not disclosed.

This Privacy Statement was last updated on 17th May 2018