

# The Courtauld

## **Student Privacy Notice**

During the application and registration processes you will be asked to provide some personal information for our records. The statement below explains how The Courtauld will process this data. Your application data will form part of your student record. You will find data protection referred to in the Student Terms and Conditions which you agree to as part of your Contract with the Courtauld.

You are registered with The Courtauld and your data will be processed by The Courtauld, a data controller under the definitions of the Data Protection Act 2018 (DPA 2018).

### **1. The data we collect**

The Courtauld collects the following data:

- a) Personal details (including but not limited to date of birth, contact details and health information)
- b) Academic history before The Courtauld, including academic and/or professional references where required
- c) Financial details for fee payments
- d) Data about you generated during your time with us (study and assessment)
- e) Where relevant, information related to special exam arrangements or mitigating circumstances
- f) Data on how you access or use our resources (library, websites, virtual learning environments).

### **2. What we do with your data**

The Courtauld processes the information for the following purposes:

- a) Managing your application to study with us
- b) Managing your time with us as a student
- c) Maintaining contact with alumni
- d) Fundraising and marketing
- e) Carry out reporting and analysis on our student body to check and monitor our outcomes
- f) Informing you of other courses and services available to you
- g) Monitoring your interactions – where you appear to have disengaged with your studies, we may contact you and offer support
- h) Access to, and security of, The Courtauld's facilities (including Student Residences)
- i) Provision of student support services (such as library, careers, health, counselling, sport, computing, academic support services, advice services and the operation of the Students' Union)

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j) To comply with any relevant statutory obligations.

## 3. Sharing your data with third parties

The Courtauld will share your information with the organisations that assist in the delivery and assessment of your studies. This includes work placement sites or other educational partners involved in joint course provision (such as the LSE and Kings). We also share your information with the University of London for the provision of student services such as the Careers Group, Housing Services, Research Degree Office, ULU, Diplomas Production etc.

Sponsors or funding organisations where this is contractually required to demonstrate compliance with the conditions of the funding.

Where your registration includes qualifications and accreditations relevant to your membership of a professional body the Courtauld will share or validate relevant information about you with that body, both at the point of registration and during your studies.

We will share your information with the Office for Students (OfS) and its agents such as the Higher Education Standards Agency (HESA). The Courtauld is required to provide data to HESA for statutory reporting. You can view the HESA Collection notice at the following link:

[https://www.hesa.ac.uk/files/HESA\\_Student\\_Collection\\_Notice\\_2019-20%20v1.pdf](https://www.hesa.ac.uk/files/HESA_Student_Collection_Notice_2019-20%20v1.pdf)

We will share your information with local government departments for the purpose of assessing and collecting Council Tax and or supporting your registration to vote in elections.

Occasionally and when necessary, we will share your information with the police and other law enforcement agencies, for the prevention or detection of crime.

The Courtauld may use an external contractor or 'data processor' to store or manage its data. It will process this data only for purposes specified by The Courtauld and will be bound by contract to meeting the Courtauld's obligations under the General Data Protection Regulation. Where data is passed outside the UK and EEA, The Courtauld will take the relevant steps to ensure there is adequate protection in place.

## 4. Keeping your data UpToDate

Each student is responsible for ensuring that all personal data provided to the University is accurate and up-to-date. Changes must be notified to Student and Academic Services.

## 5. Use of Personal Data by Students

Students at The Courtauld may, during the course of their studies, have access to personal information about other individuals. Students are, and have always been, expected to treat this in a responsible and professional manner. You have responsibilities

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under the DPA 2018 for any personal data relating to other people which you may access whilst at The Courtauld. This responsibility is in addition to any obligations arising from professional ethics or codes of conduct. Information relating to an individual's mental or physical health or other information obtained in the expectation of a duty of confidence should be treated as confidential and generally not disclosed without the subject's consent.

It is an offence for students to knowingly and recklessly disclose personal data to anyone who is not entitled to receive it or to seek to obtain data to which they are not

entitled. The Courtauld will take a serious view of any breach of the DPA 2018 by any of its members, including the consideration of disciplinary action.

## **6. The Courtauld's approach to data protection**

You can find more information about our approach to data protection in our Privacy Policy. This includes:

- Our grounds for processing your personal data
- Sensitive Data
- Your data protection rights
- International Transfers
- Data Security
- Data Retention
- How to contact our DPO
- How to complain

The Courtauld's Privacy Policy can be found at <https://courtauld.ac.uk/about/policies/privacy>