

Bristol Old Vic Theatre School

A PART OF THE CONSERVATOIRE FOR DANCE & DRAMA

Data Processing Statement

Bristol Old Vic Theatre School is required to process relevant personal data regarding students and staff as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy any reference to students includes current, past or prospective students.

The School has appointed the Finance Director as Data Protection Controller who, in conjunction with the Principal, will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

The School shall so far as is reasonably practicable comply with the Data Protection Principles contained in the Data Protection Act to ensure all data is:

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Not transferred to other countries without adequate protection

Personal data covers both facts and opinions about an individual. The Bristol Old Vic Theatre School may process a wide range of personal data of Students and Staff as part of its operation. This personal data may include (but is not limited to); names and addresses, bank details, disciplinary, and attendance records, references, student admissions, and final marks.

Consent may be required for the processing of personal data unless the processing is necessary for the Bristol Old Vic Theatre School to undertake its obligations to Staff and Students. This includes reports to funding agencies such as Hefce and HESA, as specified on student registration forms. Any information that falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy.

The Bristol Old Vic Theatre School may, from time to time, be required to process sensitive personal data regarding a Student or Staff member. Sensitive personal data includes medical information and data relating to age, religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the Bristol Old Vic Theatre School, the explicit consent of the appropriate individual will generally be required in writing.

Individuals have a right of access to information held by the Bristol Old Vic Theatre School. Anyone wishing to access their personal data should put their request in writing to the Data Controller. The Bristol Old Vic Theatre School will endeavour to respond to any such written

requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request.

You should be aware that certain data is exempt from the right of access under the Data Protection Act this may include information that identifies other individuals, information that the Bristol Old Vic Theatre School reasonably believes is likely to cause damage or distress, or information that is subject to legal professional privilege.

Bristol Old Vic Theatre School will also treat as confidential any reference given by the Bristol Old Vic Theatre School for the purpose of the employment, or prospective employment of any employee. The Bristol Old Vic Theatre School acknowledges that an individual may have the right to access a reference relating to them received by the Bristol Old Vic Theatre School. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances.

The rights under the Data Protection Act are the individual's to whom the data relates.

Certain data is exempted from the provisions of the Data Protection Act which includes the following:

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon Bristol Old Vic Theatre School.
- The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the Data Controller.
- Bristol Old Vic Theatre School may receive requests from third parties to disclose personal data it holds about students or staff. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. However the School does intend to disclose such data as is necessary to third parties for the following purposes:
 - To give the minimum necessary information in the pursuance of an outstanding debt incurred by an individual.
 - To publish the results of public examinations or other achievements of Students of Bristol Old Vic Theatre School.
 - To disclose information where the School is legally obliged to do so (e.g. to tax authorities).

Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

The School will, from time to time, make use of personal data relating to students or staff in the following ways. Should you wish to limit or object to any such use please notify the Data Controller in writing.

Use of Photographic Material

1. To make use of photographic images of students or staff in Bristol Old Vic Theatre School publications and on the Bristol Old Vic Theatre School website. However the School will not publish photographs of individual Students with their names on the Bristol Old Vic Theatre School website without the express agreement of the appropriate individual.
2. For fundraising, marketing or promotional purposes and to maintain relationships with past students of the Bristol Old Vic Theatre School, including transferring information to any association, society, or club set up for the purpose of establishing or maintaining contact with students or for fundraising, marketing or promotional purposes.

Bristol Old Vic Theatre School will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the Data Controller of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to students, where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. Bristol Old Vic Theatre School will ensure that all personal information is held securely and is not accessible to unauthorised persons.

If an individual believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should notify the Data Controller.