



# Royal College of Art

Postgraduate Art & Design

## Enquirers Privacy Notice

Last updated: June 2021

### Summary

This Privacy Notice informs you about how the Royal College of Art (RCA/the College) receives and uses personal data that you and/or a third party provide to us for the purpose of enquiring to study at the RCA. Your personal information will be processed by RCA in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act, 2018.

For the purposes of this Privacy Notice, 'enquirers' are typically those individuals who are looking to apply to study at the RCA.

### Our purpose(s) for processing your personal data

Your personal data is processed primarily for the following purposes:

- dealing with your enquiry.
- providing you with relevant information about applying to study at the College.
- analysing and improving the effectiveness of our response processes, events, news, opportunities, services and provide insight into demand for our programmes.

### Lawful Bases

When processing your personal data, UK Data Protection law(s) requires RCA to have a lawful basis for doing so. As an enquirer, RCA rely on the following lawful bases for processing your personal data:

- Public Task
- Legitimate Interest

When the RCA processes your personal data for Direct Marketing purposes (as described above: Our purpose(s) for processing your personal data), the College relies upon your Consent for this activity provided you have given it at the time of submitting your enquiry. In addition to UK Data Protection Law(s), RCA will also comply with the Privacy and Electronic Communications Regulations (PECR) when processing your personal data for this purpose.

## **Types of Personal Data we process**

When you submit an enquiry to study at RCA, we collect, store and process personal data about you such as:

- Name
- Date of birth
- Email
- Phone number
- Residence
- Nationality

See complete information in Appendix 1.

While most of this personal data is collected from you directly, we may collect your personal data from a third party who acts on our and/your behalf. For example, if you have completed a web form via a third party.

## **Sharing your personal data with third parties**

Occasionally, we engage third parties outside of the College who are contracted to process your personal data on our behalf. Sharing of your personal data only takes place if the College has a lawful basis for doing so. This activity is subject to appropriate safeguards including contractual agreements and appropriate technical measures.

If RCA share your personal data outside of the UK, this sharing activity will be proportionate, have a lawful basis and be subject to the appropriate safeguards.

We make some disclosures of personal data to third parties where RCA has a legal and/or statutory requirement to do so.

## **Keeping your personal data**

RCA will only keep your personal data for the amount of time it is needed in order to fulfil the relevant processing activity/purpose and in adherence with our Retention Schedules

If you have given your Consent for Direct Marketing, we will stop processing your personal data for this purpose if you withdraw your Consent. In absence of your withdrawal, RCA will remove your personal data from our Direct Marketing list(s) 5 years after you gave your Consent. If you would like to withdraw your consent, please use the contact information in the next section

## **Your rights & how to contact us**

When RCA process your personal data, the UK GDPR provides you with the following qualified rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

For any questions relating to the processing of your personal data or if you wish to exercise any of your qualified rights, please email [dpo@rca.ac.uk](mailto:dpo@rca.ac.uk). Alternatively, you can write to us at the following address:

*FAO: The Data Protection Officer  
Royal College of Art  
Kensington Gore  
London  
SW7 2EU*

You also have the right to make a complaint to a data protection supervisory authority (the Information Commissioner's Office in the UK). However, if you have any concerns about how your personal data is processed by RCA, please contact us in the first instance using the contact information above.

## APPENDIX 1: Personal Data collected

Field
First name
Last name
Email
Phone number
Country of residence
City or town of residence
Country of citizenship
Type of programme you are interested in
The programme(s) you are interested in
When do you plan to start your degree?
What's your enquiry about?
I have read the data protection notice and agree to my data being processed accordingly.
From time to time we would like to notify you about events, news, opportunities, and services (including other programmes and courses) at the RCA. Please tick this box to give your consent to be contacted in this way.  To withdraw consent, please email <a href="mailto:dpo@rca.ac.uk">dpo@rca.ac.uk</a> . Alternatively, you can write to us at the following address:  <i>FAO: The Data Protection Officer Royal College of Art Kensington Gore London SW7 2EU</i>