

## Privacy Notice: Digital Content Submissions

If you have questions about how your data is used, wish to withdraw your consent, make a complaint, or make a request under any of your Information Rights please contact us at: [dpo@rca.ac.uk](mailto:dpo@rca.ac.uk) or, Data Protection Officer, Royal College of Art, Kensington Gore, South Kensington, London, SW7 2EU.

For digital content submissions the RCA collects information directly from you, so we (the RCA) can share and promote your work and practice on RCA digital platforms. This is only done with your consent (Article 6a) and your explicit consent (Article 9a) if special category data is given. We will only use information provided to us on this form as part of the online post. We collect:

- Name & contact information
- Biographical information about yourself, your work and your practice
- Your programme of study
- Photographs/images of yourself or your artwork
- Short video
- Other data you choose to provide as part of your own submission

We store your information on our secure cloud services. If your work is included in our publication the information provided will be published online on the RCA intranet, website or social media. If your work is not included we will delete the information provided within 1 year of submission.

You have the right to:

- Withdraw your consent
- Understand how your data is used
- Have your data corrected
- Request that your data is deleted
- Request copies of your data
- Request that we restrict how we use your data
- Request that we stop using your data

You also have the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Officer

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: [www.ico.org.uk](http://www.ico.org.uk)