



Royal College of Art
Postgraduate Art & Design

Student Privacy Notice

Last updated: August 2023

Summary

This Privacy Notice informs you how we, the Royal College of Art (the College) as a data controller uses your personal data when you are a student at the College. Your personal data will be processed by the College in accordance with the UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act, 2018.

We are committed to helping you understand how it relates to you and your relationship with the College. If you have any questions or concerns about this, please contact our Data Protection Officer at dpo@rca.co.uk or by writing to: Data Protection Officer, VC Office, Royal College of Art, Kensington Gore, South Kensington, London, SW7 2EU.

Types of information we collect, and why we collect it

- Information provided on your application is moved to your student record. This includes profile and contact information to administer your enrollment and education.
- Statistical student data is used from programmes to produce management information for the purpose of decision making.
- Demographic information to support, monitor and report on access, participation and equal opportunities.
- Provision and maintenance of computing facilities including email account and internet access and connected devices. For the prevention and detection of crime, fraud or misuse the College will monitor the use of IT systems technology or spaces. Monitoring complies with RIPA 2000, HRA 1998 and DPA 2018 and will be justifiable, fair and proportionate and in line with institutional policies.
- Contact details of next kin to be used in an emergency including in cases of serious concern for your safety.
- Passport and visa information and other documentation required in relation to lawfully enrol international students onto UK courses.

- Education information including: academic performance/assessments and academic organisation of courses, modules, timetables and room bookings to deliver your education and meet our contractual services.
- Financial information to administer fees, charges, loans, grants, scholarships, hardship funds.
- Records of use of services in the provision of those services including the library and Student Support.
- Medical, health and disability information to provide inclusion plans, put reasonable adjustment in place and support student health and safety.
- Information provided by you to support extenuating circumstance procedures.
- Information relating to proceedings of academic or professional conduct to support and resolve investigations.
- Health and Safety incident reports for the purpose of investigation and provision of support.
- Any survey or feedback data provided by you to the College or information you have provided as a participant as part of College research.
- Audio/video recordings of academic lectures, tutor groups or assessments for the purpose of College record keeping and education provision.
- CCTV recordings for the purpose of the prevention and detection of crime and in supporting the safety and security of our students, staff, visitors as well as College property.
- Records of non-course related training or events that are run by the College.

On graduation, your data is processed by the RCA Alumni Network. A separate Privacy Notice for RCA Alumni can be found [on this page](#).

Lawful basis for using your data

We collect data for a variety of purposes under the following conditions:

- Where it is necessary for the performance of the College's public task as a Higher Education Institution (Article 6.1.e). This includes the administration and provision of your education.
- Where we have a legal obligation to use the data (Article 6.1.f). This includes collecting data on visa status, sharing with law enforcement bodies and
- With your explicit consent (Article 6.1.a and Article 9.2.a), we collect your special category data including your disability information, ethnicity and religion.

- We process information for our legitimate interests (Article 6. 1 f) where it is proportionate to your rights and freedoms, including where there is serious concern for your safety, or in respect of your interests at the College.
- We process information for your vital interests (Article 6 1.d) where not to do so would risk your life.
- We process information for the performance of a contract (6 1 b) including for the fulfilment of your student contract.
- We process information with a substantial public interest with a basis in law (Article 9 2.g) such as disclosing your nationality with the Home Office.

How we store your information

We operate secure electronic and physical storage with controls for personal data. We employ robust technical measures such as encryption when storing and transmitting your personal data. RCA staff are subject to mandatory data protection and information security training. We will keep your data for as long as necessary for the purpose or purposes it was collected.

How we share your information

Under the College's public interest, legal or regulatory duties and in the interests of parties, we may share your data with the following types of organisations:

- External assessment bodies or parties to conduct educational assessment
- RCA Student's Union
- Potential employers or academic organisations to provide academic references,
- Regulatory bodies such as JISC and the Office for Students
- Government agencies, including HMRC, Home Office, Student Finance England, SLC and DWP
- Companies providing services to support individual inclusion plans
- Education providers in joint course provision,
- UK Visa & Immigration
- Law enforcement and government agencies where we have a legal obligation to disclose, or where it is required for safeguarding
- Where necessary to insurance and legal consultants
- Research sponsors/funders

- NHS Crisis and Emergency services
- Contracted third-party platform services providers such as GCloud, Thesis and Moodle.