



ROYAL ACADEMY
OF MUSIC

Junior Academy Privacy Statement

May 2018

The Royal Academy of Music, Britain's oldest conservatoire, was established in 1822 and granted a Royal Charter in 1830 (supplemental charter granted in 1998). The Academy is a registered charity, number 310007 and a company registered with Companies House, number RC00043.



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Junior Academy Privacy Statement – Introduction

All information of a personal or sensitive nature will be stored and processed by the Royal Academy of Music in accordance with the provisions of the 2018 General Data Protection Regulation (GDPR). This includes information held on both electronic and manual record systems.

General Statement of the Junior Academy's Duties and Scope

Junior Academy is required to process relevant personal data regarding members of staff, volunteers, applicants, parents, pupils and alumni as part of its operation and shall take all reasonable steps to do so in accordance with this Statement.

The Principles

The Junior Academy shall, so far as is reasonably practicable, comply with the Data Protection Principles (the 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

We need to collect personal data about you to fulfil our responsibilities as a Junior Conservatoire. Most information that we hold will have been obtained directly from you. Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary or a student's attendance record and exam results. Personal data may also include sensitive personal data as defined in the Act.

Personal data held and processed by the Junior Academy may include:

- Biographical information including your name, gender, date of birth and racial or ethnic origin
- Contact details and communication preferences
- Affiliations and other connections with the Academy

- Family and partner/spousal details
- Records of communications and interactions we have had with you
- Visual data including photographs and CCTV images

Data will only be held for as long as it is necessary for the above purposes.

Data Processing

Any personal data stored in our database is held on the Academy's secure servers, with access restricted to authorised personnel only.

Your personal information will only be used within the Academy and by its service providers, such as internal and external auditors, bankers and insurers. Data is not supplied to anyone outside the Academy without first obtaining your consent unless we are required or permitted by law to disclose it to support statutory and other reporting duties to, for instance, the Department for Education (DfE).

Consent may be required for the processing of personal data unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent. Students consent to process their data and disclose it to parents is implicit when they reach the age of 18. If a pupil wishes to revoke or change consent they must agree a specific agreement on how their data is to be processed with the data processor.

Opt-out or update of information

We want to ensure that the ways in which we communicate with you, such as sending Academy publications, invitations to events adhere to your chosen communication preferences. Digital tools may be used to monitor the impact of the Academy's communications, such as using email tracking to record when an email we send to you has been opened.

This privacy statement does not provide exhaustive detail of every aspect of how we collect or use your personal data. Any significant changes to the way we treat your data will be communicated via the Academy website or by contacting you directly.

If you have any queries, wish to update or access the personal data we hold on you via a Subject Access Request (SAR) please inform the Junior Academy Administrator (Karen Ingram: k.ingram@ram.ac.uk)

Complaints about the way data is being or has been handled by the Academy should in the first instance be addressed to the Academy's Data Protection Officer. Please contact dpo@ram.ac.uk if you wish to make a complaint. You also have the right to complain to the ICO.

Sensitive Personal Data

The Junior Academy may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings.

Secure Destruction

When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

Retention of Data

The Junior Academy may retain data for differing periods of time for different purposes as required by statute or best practices, individual departments incorporate these retention times into the processes and manuals. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

The Junior Academy may store some data such as registers, photographs, exam results, achievements, books and works etc. indefinitely in its archive.

CCTV

The Academy owns and operates a CCTV network for the purposes of crime prevention and detection, and Safeguarding.