

Nina Finburgh Scholarship privacy policy for application process

The Nina Finburgh Scholarship Application

By submitting your information, you give your consent for the Royal Academy of Music to use your sensitive personal data to make decisions in this scholarship application process.

We will process your data in the following ways:

- We will communicate with you via the email address you have provided to inform you of the outcome of your application, and if we need to ask additional questions.
- We will store your data submitted in our database, *QL-X*, and in a secure folder on our institutional shared drive. Only people directly involved in the application, selection and awards process for the Nina Finburgh Scholarship will have access to the information you provide in your application.
- During the decision-making process for the scholarship, any personal and medical information you provide will be reviewed to determine your eligibility for the scholarship and to ascertain how closely your application aligns with the aims of the scholarship.

We use online submission software called *Qualtrics* to collect your data. The company stores your data in the EU.

We are sensitive to the personal nature of information you may share with us, and will be respectful with the use and protection of your data and personal identity. Please ensure you are aware certain consequences of providing this data, whether your application for this scholarship is successful or unsuccessful:

- The Academy may consult with the Snowdon Trust on the selection of candidates, which may involve sharing information from your application confidentially and securely with the Trust.
- The Academy publicises individual scholarships in selected concert programmes and we encourage scholarship recipients to credit their supporters in biographies and programme notes for performances both at the Academy and elsewhere. Recipients of the Nina Finburgh Scholarship may also be asked to participate in activities to promote the impact of their scholarship, which may require recipients to disclose information about their disability publicly.

If you do not wish information about your personal identity and/or medical condition(s) to be disclosed as above, please inform the Academy.

Our data retention

We will hold information that you provide in your application, and that your referee provides in their reference, for the duration of your award (for successful applicants) or for 12 months from the application closing date (for unsuccessful applicants). After these dates, we will permanently delete medical and personal information that is not relevant to your status as an Academy alumnus/ae.