



THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Student Information Privacy Notice

LIPA is the Data Controller for your personal information and is subject to the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR). Our Data Protection Officer can be contacted at The Liverpool Institute for Performing Arts, Mount Street, Liverpool L1 9HF Tel: 0151 330 3000. Email: dataprotection@lipa.ac.uk

This privacy notice explains how we use and share your personal data and outlines your rights in relation to the personal data we hold.

What information are we collecting?

We may obtain, hold and process data of applicants and students including personal details, family and social circumstances, education and training records, employment information and financial details. We may obtain, hold and process special category data of students including racial or ethnic origin, biometric data, and disability data, whether regarding physical or mental health or specific learning difficulty.

Personal data and special category data held by us relating to students is obtained directly from the student or applicant, or in some cases from a third party organisation involved in the services provided by us (e.g. UCAS and our recruitment agents, or bodies which award funding or loans such as Student Finance England).

Why are we collecting your data?

We hold the personal data and special category data of our applicants and students in order to manage our processes and services. We also have a statutory obligation to report data on our activities to the UK government and funding councils. Only information required for these purposes is obtained and processed, and without it we may not be able to provide our services to you or meet our statutory obligations. Information is used by various teams here as is necessary and proportionate for our operational purposes.

How will we use this information?

We will use personal data (including special category data) to administer your degree programme, deliver services, and meet statutory obligations including:

- recruitment and admissions (including for filtering purposes to ensure the information we send is relevant to you, any emails from the recruitment

- department in the period in which you are applying to us, giving you the option to opt out of continuing to receive these communications);
- provision of teaching services in relation to your degree programme, including:
 - student registration;
 - management of assessment (including examinations);
 - management of progression (including mitigating circumstances);
 - monitoring of attendance;
 - investigations into misconduct;
 - graduation;
 - certification;
 - provision of references;
 - maintenance of student records;
 - financial assessments (e.g. fee status assessments, eligibility for bursaries and scholarships etc.)
 - non-teaching functions, including:
 - providing student support services ;
 - providing library and IT services;
 - safeguarding and promoting student welfare;
 - monitoring equality of opportunity and eliminating unlawful discrimination;
 - ensuring safety and security;
 - managing services such as student ID cards;
 - financial administration (e.g. tuition fees, scholarships, bursaries, student hardship etc.);
 - statutory reporting to the Higher Education Statistics Agency (see HESA below)
 - We may also use your data for other administrative purposes, for example: to undertake statistical analysis, carry out compliance audits, inform you about our own or LJMU's relevant services, detect or prevent crime, and to deal with grievances, disciplinary action, complaints or enquiries.
 - In some cases we may undertake automated decision-making using personal data in our recruitment and admissions processes. When this has a negative impact we will ensure this decision is checked by a member of staff before processing.

Graduation and degree information

Your name and award of qualification will be published in the graduation ceremony programme if you attend. We also share information relating to the graduation ceremony with third parties involved in the ceremonies, including photographers. Note: All students become members of our Alumni network upon graduation. See our alumni privacy notice at <https://www.lipa.ac.uk/more-about-us/alumni>

HESA

We have a statutory obligation to report data on our activities to the Higher Education Statistics Agency. Data about you will be supplied to HESA for the purposes set out in the [HESA Collection Notices](#).

Your contact details will be passed to HESA and/or an organisation contracted to undertake a graduate outcomes survey. The survey contractor will only use your contact details for the survey and will delete them when the survey is closed. Your responses to the survey of graduate outcomes will be made available us. If you do not wish to take part in any of these surveys then you will have the opportunity to opt out when you are invited to participate (around 15 months after you graduate).

Viewing and maintaining personal data

In the future, we expect students to be able to view and maintain personal data via an online service. In the meantime, if you have any questions about the data we hold please contact the Data Protection Officer in the first instance. Email dataprotection@lipa.ac.uk

What is the legal basis for processing the data?

Student personal data is collected and processed by us as necessary for the performance of a contract under which we provide services to applicants and students. Some processing activities may also be carried out under a legal obligation (for example, disclosing personal data and special category data to external parties under statutory powers), where it is necessary to protect the vital interests of the student or another party (for example, disclosures to external parties to ensure the safety and wellbeing of individuals), where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (for example, collecting or disclosing information in order to meet regulatory or statutory requirements).

Where special category data is processed the legal bases for doing so will include explicit consent, protecting the vital interests of the data subject and where processing is necessary for the establishment, exercise or defence of legal claims. We may disclose student's personal data and special category data to external agencies to which we have a legal obligation; for example, for visa and immigration purposes, and to other arms of central or local government, to the Higher Education Funding Council for England, Higher Education Statistics Agency, Student Loans Company, Office of the Independent Adjudicator for Higher Education, and potentially other such organisations for defined purposes. We may also disclose information to examining bodies, legal representatives, Police or security agencies, suppliers or service providers, survey and research organisations engaged by us, and regulatory authorities.

If we are sharing your data with others, who are we sharing it with?

For purposes referred to in this privacy notice we may share your personal data with certain third parties. Students are given the opportunity to opt-out of some data sharing arrangements, but we encourage students to think carefully about the impact of doing so. Where an opt-out is not in place, we will disclose relevant personal data to third parties, including:

- our employees, partners, agents and contractors, where there is a legitimate reason for receiving information (e.g departmental staff, providers of student

accommodation, software providers – such as Turnitin plagiarism detection service, auditors etc.)

- Liverpool John Moores University who validate our degree awards;
- student sponsors in relation to registration and/or attendance and progress (e.g. Students Loans Company, Research Councils, US Department of Education and other third party sponsors);
- third party education providers (e.g. in relation to exchange programmes or placement opportunities);
- providers of financial services engaged by us, for example for the payment of fees, refunds, loans and similar services;
- professional and regulatory bodies in relation to the accreditation of our programmes, confirmation of qualifications and professional registration (e.g. Council for Education and Drama etc.);
- government departments or agencies where we have a statutory obligation to provide information (e.g. the Office for Students (OfS), the [Higher Education Statistics Agency \(HESA\)](#), the Home Office (e.g. UK Visas and Immigration), relevant local authorities;
- agencies involved in the prevention and detection of crime (e.g. the Police);
- parents, guardians and next of kin (where there is a legitimate reason for disclosure)*;
- third parties conducting surveys (e.g. the National Student Survey);
- third parties supporting the collection of debt.

How long will we retain your data?

A summary academic record for individual students will be kept permanently by LIPA, with detailed records kept for defined periods. Details of our retention periods can be found in LIPA's Retention Schedule.

What are your rights and how can you enforce them?

- The right to be informed about which data is collected and how it will be used
- The right to request access to your personal data held by us
- The right to have incomplete or inaccurate data rectified
- The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by us in specific situations
- The right to data portability – students have the right to request provision of some elements of their information in digital form in order to provide it to other organisations.

In the first instance, please contact the Data Protection Officer if you would like to discuss any aspect of your rights in relation to your personal data.

How can you raise concerns about the processing of your personal data?

If you have any feedback or concerns in relation to the processing of your personal data please contact the Data Protection Officer. If attempts to resolve a concern or complaint informally are not successful and you feel you have reason to complain, you may submit a formal complaint via our Complaints Procedure.

External advice is available from the Information Commissioner who can be contacted via:

- Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.
- Tel: 0303 123 1113.
- Website: <http://www.ico.org.uk>

Last updated: 21/06/2018

*Your next of kin, as disclosed to us when you register, would be contacted
(a) in the event that during term-time you are missing for more than ten consecutive days without contact
(b) in the event that we have serious concerns for your wellbeing
(c) in the case of emergency

To opt out of us processing your data in this way, please contact the Data Protection Officer in the first instance at dataprotection@lipa.ac.uk