

Data Protection Policy - information for students

Processing Personal Information

In order to process applications and to provide services to students and to meet legal requirements Ballet West needs to maintain and process personal information such as name, address, date of birth, programme studied, fee payments, information about examinations, assessments and programme results.

In addition to this general information Ballet West also processes more sensitive personal information such as details of student health where students have provided this data and it is necessary to enable students to study at Ballet West. Information relating to ethnic origin, domicile and disability is collected for planning purposes and equal opportunity monitoring.

The information is obtained through the application forms, the registration process and recorded academic progress. Ballet West processes this personal information in accordance with the eight Principles of the Data Protection Act 1998 (DPA 1998).

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless -

(a) at least one of the conditions in Schedule 2 is met, and

(b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.

In most cases, this means that personal data shall not be processed unless consent is given.

2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Internal Transfer

Personal information is transferred and processed between departments within Ballet West to provide students with access to various services such as accommodation, computing facilities, collection of fees and the distribution of loan and grant cheques and to facilitate disciplinary action.

Information relating to undeclared criminal convictions, acts of violence or unsuitability for professional programmes or placements may be transferred between departments, if it is judged necessary by a qualified member of staff.

Student Responsibility

The personal data students provide must be accurate and complete. Ballet West must be informed if there are any changes to this data.

Monitoring

General Monitoring

Ballet West may monitor computing and network use through computer user names and IP addresses.

Ballet West analyses information about students not only for planning future academic programmes, but also for bodies such as government departments and agencies (such as HESA). In this processing student data is anonymised.

Attendance Monitoring

Student attendance is monitored to assist Ballet West in the provision of pastoral care and compliance with UK Border Agency requirements and for meeting Professional Statutory Regulatory Bodies requirements.

Third Party Disclosure

Parents and/or Guardians

Information held by Ballet West relating to any aspect of students' studies, professional activities, or private lives will not be disclosed to the parents and/or guardians of students without the consent of the student involved, unless:

- i. A student's life or health is threatened. In these cases the usual need for consent before disclosing to relatives may be waived as if it is judged to be in the student's "vital interests". It is the student's responsibility to inform their emergency contacts that they have supplied their information to Ballet West. This information will only be used under these circumstances.
- ii. For students under 18, it is judged by qualified members of staff to be in a student's best interests to do so and, where possible, in full consultation with the student. Information which may be released in these circumstances include attendance, academic progress or performance and/or with disciplinary proceedings for academic or non-academic offences.

Consent is sought from all students in the Student Record form at registration to share information relating to academic progress, disciplinary proceedings and attendance with parents and/or guardians.

Sponsors/Funding Bodies

Ballet West will confirm periods of attendance, assessment results and similar information in individual cases to bodies such as Local Education Authorities, Student Loans Company, tax collecting bodies and funding/sponsoring bodies and Professional Statutory Regulatory Bodies. Ballet West is obliged to inform the UK Border Agency of failure to attend as appropriate or of any interruptions to the period of study.

Personal information about individual students may be disclosed to debt collection agencies where Ballet West procedures have failed to recover outstanding debts.

Crime and Taxation

The DPA 1998 allows organisations to disclose data to relevant bodies for the assessment and collection of taxes. Therefore, Ballet West may disclose students' personal data to the local council (to assess liability for Council Tax) only for council tax exemption confirmation purposes.

Schedule 2 of the DPA allows disclosure where 'the processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed.....' Students living in properties occupied solely by other students are not liable to pay Council Tax, therefore such disclosures are deemed to be within the students' legitimate interest.

On occasion Ballet West may also be obliged to provide information to the police, local authorities or relevant government departments, without the student's consent if it is deemed necessary for the prevention or detection of crime or the collection of taxes.

External Examining and Validating bodies

Ballet West is obliged to share personal and academic information with external examining or validating bodies, eg SQA, RAD or validating universities, to enable those bodies to enrol, administer and certify students on their courses. Consent is obtained on the student record form at registration

Published Information

Examination results, class lists, photographs etc. may be displayed on notice boards. Personal information (name and award(s) attained) about individual graduates will be included in graduation ceremony booklets.

HESA Student Collection Notice

All Universities are required to send some of the data it holds about their students to the Higher Education Statistics Agency (HESA). For a full breakdown of the information that is shared with HESA, and what they will use it for, please see the Student Collection Notice available on their website.

Use of Turnitin® UK

Students making use of the Turnitin® UK system will be required to submit a limited amount of personal data including names and email addresses and course details, or this data may be submitted on their behalf. This information is stored on a server based in the United States under a "safe harbour agreement". This means that the information will be managed to the same standards as required under UK Data Protection laws. Students will

be required to provide consent for their information to be stored within Turnitin® UK when they make use of the system.

Turnitin® UK does not infringe the intellectual property rights of students submitting work into the system.

BlackBoard and other Virtual Learning Environments (VLEs)

A VLE provides students with online access to learning materials, activities and other resources from anywhere in the world. Personal data including student names, student number and email addresses is added by Ballet West or validating universities for the purpose of the creation of user profiles within Blackboard.

Blackboard requires students to "log in" by entering a user ID and password when they wish to access its resources. By logging on to Blackboard you consent to the Validating University holding and processing information relating to your use of that system in accordance with the Data Protection Act.

Personal data added by the users themselves is regarded as being voluntarily added and therefore willingly shared within the Blackboard community, while being restricted to valid Blackboard users. Any other information within Blackboard is solely being used for academic purposes.

Blackboard also incorporates the following systems which require a limited amount of personal data to be stored on a server based in the United States:

Croc a docs

Student data including name and enrolment number is stored in the United States for the purpose of assessment. Croc a docs operates under certified compliance with the U.S.-E.U. Safe Harbor framework which means that personal data is managed in accordance with EU law, including the (UK) DPA 1998 (DPA) providing students with all of the rights as laid out under the Act.

Safe Assign

Student data including name and enrolment number is stored in the United States for the purpose of assessment and academic quality. Safe Assign operates under certified compliance with the U.S.-E.U. Safe Harbor framework which means that personal data is managed in accordance with EU law, including the (UK) DPA 1998 (DPA) providing students with all of the rights as laid out under the Act.

Reuse of anonymous personal data

Ballet West may from time to time receive requests from third parties (Freedom of Information requests) for student information. Any response to such requests will be made anonymous so individual students cannot be identified from it.

Employment agencies, prospective employers and confirmation of award

Ballet West will routinely require the consent of students before disclosing details of any award. However, in the absence of consent it may confirm the awards (including the date of the award and its classification) without notifying the student, if it is in the best interest of the student for us to do so. If such cases arise, disclosure would be subject to a basic check on the origin of the request.

References and Confirmation of Qualifications

Students may cite Ballet West for references when in applications to employers or other institutions. Ballet West will not respond to any references without the consent of students. When providing the name of any member of staff as a reference, students should inform them that they have done so. This will enable a response to be sent without unnecessary delay whilst Ballet West confirms that consent has been given. If it has not been informed in advance of any request, Ballet West will accept a written consent along with the request.

Where the request is for confirmation of qualifications, Ballet West can confirm classifications of degree, certificates or diplomas and the date of the award without notification from the student. However, Ballet West will be required to confirm the origin of the enquiry and will require consent from the student if it is not satisfied that the request is genuine.

Students Managing Information

Students processing personal data as part of their academic studies must:

Students holding personal data as part of their studies are required to ensure compliance with the DPA1998. This includes collecting personal contact information (eg phone numbers and email addresses) from other students taking part in group projects. Students must ensure that the processing meets all the eight Data Protection Principles.

Recording Lectures and other Sessions - Compliance with Equality Act 2010

Students should be aware that the Ballet West holds intellectual property right over the content of lectures, seminars, tutorials and other teaching sessions. Ballet West does, however, make every effort to assist students with a disability who have been given a recommendation to record lectures.

Students wishing to record lectures, seminars, tutorials and other teaching sessions -

- Must seek the permission of the lecturer at the start of the session, clearly stating the reason for recording. If permission is not given, no recording should take place.
- Confirm that they understand that the content of the lecture is the property of the lecturer and that it will not be shared or published for others to access unless explicit permission to do so has been given.
- In seminars and tutorials where other students make a contribution to the content, the students should seek consent from other students in attendance for permission to record the session. Should permission not be given, no recording should take place. There is no requirement for the lecturer to make alternative arrangements.

Students must not:

- Attempt to make 'covert' recordings of sessions without permission as this is against Data Protection regulations and may constitute a breach of copyright law.
- Publish or make public any recorded material unless they have the explicit permission of the lecturer. This includes distribution of material on 'closed access' web forums and personal sites.
- Ask other students to record sessions on their behalf, unless explicit permission is given by the lecturer.

Student Rights

Students have the right to refuse consent to certain uses of student information, e.g. photograph display, publishing results on notice boards. Students who wish to refuse consent should contact the programme manager at Ballet West.

Students are entitled to access the personal data held by Ballet West. The request to access this data should be made to the programme manager at Ballet West.

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