

## Privacy Notice – Education

### Background

RSCM is committed to ensuring your personal information is protected. This privacy notice describes how RSCM, the data controller, collects, uses and protects your information.

### How we collect your information

The information we hold about you comes from the way you engage with us, such as if you enquire about or apply to attend a course, join a choir, enter a candidate (or yourself) for an exam, or take part in a programme. We may collect information about you online through our website, via email/fax, the post, over the phone or from discussions with you. We may also collect information while you are attending one of our courses or involved in one of our choirs or programmes.

We may also collect details of your visits to our website including traffic data, location data, weblogs and other communications data and the resources that you access.

### The type of information we hold

The information we hold may include name, address, contact telephone numbers, email addresses, DOB/age, church/choir membership, your existing music qualifications, experience and ability, payment details, financial information and your attendance record. Where the person involved is under 18, we may also collect details for a parent/guardian.

We may, for all courses involving under 18s, and for some adult courses, collect certain medical information and emergency contact details.

### How we use your information

We lawfully process your information to fulfil the contract of delivering the course you have requested, running the choir or programme you have joined, or assessing you (or your candidate) for a singing award, and we use your information in the following ways:

- To provide you with the course/choir/exam information you have requested.
- To assess your suitability to attend the courses/join the choir for which you have applied. This may include contacting any referee provided.
- To process your payment.
- To plan and organise the courses/choir activities/exam sessions and provide you with any instructions.
- To maintain records of attendance and qualifications awarded.
- Where required, we will process your financial information for the legitimate interest of allocating scholarship and bursary funding, where this is applied for.

Where you have not opted-out, we will use your information for the legitimate business interest of sending you information about other courses/choirs, but we will always offer you the right to opt-out of future communications.

Where you have given your consent we will use your information to send you information about membership, our work, events and activities and publications, but we will always offer you the right to opt-out of future communications.

### Who we will share your information with

We will not sell or swap your information with any agency or other charity. We may however share your information with:

- Our teachers, sessional staff and examiners who are involved in delivering the course, running the choir/programme or arranging the examination session.

- Our suppliers who manage some of our IT and web services.

All our teachers, sessional staff, examiners and suppliers are bound by UK privacy law and the terms of the contracts we have with them.

### **Storing your information**

Your personal information will be stored on systems owned or operated by RSCM or those of our specific suppliers and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

### **Retention**

We will only retain your information while we are actively engaged with you. We will destroy all medical and emergency contact details two months after you have attended the course or left the choir. Where we have had no interaction with you for a period of 10 years we will delete all your contact data. Where we have attendance history or exam results we have to retain this information for auditing purposes.

### **How you can access your information**

You have the right to request access to the information we hold about you. To make a request for your personal information, please contact [enquiries@rscm.com](mailto:enquiries@rscm.com).

### **Your Rights**

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- have inaccurate personal data rectified;
- request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at [www.ico.org.co.uk](http://www.ico.org.co.uk).

### **Use of cookies**

We may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as letting you navigate between web pages efficiently and remembering your preferences. We use cookies to track your use of our site, but we do not use cookies to make decisions about you or to send you marketing information electronically. Please see our [cookie policy](#) for more details.

### **How we will tell you about future changes to this privacy notice**

Any changes we make to our privacy notice will be put on our website. Please check for updates from time to time so you are always fully aware of what information is collected and how it is used.

### **How to contact us**

If you have any questions or concerns about our use of your personal information, please email [enquiries@rscm.com](mailto:enquiries@rscm.com).