

Accommodation Privacy Notice

1. About this document

This privacy notice explains how the National Film and Television School ("we", "our", "us", "the School") collects, uses and shares your personal data in relation to accommodation services, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of prospective, current, and past resident students of the School ("you", "your").

You should read this notice so that you know what we are doing with your personal data. Please also read any other privacy notices that we give you, that might apply to our use of your personal data in specific circumstances in the future.

The School is the data controller of your personal data and is subject to relevant Data Protection legislation. "Data controller" is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.

2. What is 'personal data'?

'Personal data' is any information that relates to an identifiable natural person. Your name, address, accommodation application details, and contact details are all examples of your personal data if they identify you.

3. How do we collect your personal information?

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you apply for accommodation managed by the School;
- when you complete accommodation licence agreements and related administrative documents;
- when you communicate with us by telephone, email, or in person to make enquiries, request maintenance, or raise concerns;
- in various other ways as you interact with us during your residency period for the purposes set out below.

4. What types of information do we collect?

We may collect the following types of personal data about you in connection with accommodation services:

- your name, date of birth, course details, and contact information such as permanent address, email address, and telephone number;
- emergency contact details and next-of-kin information;
- financial and payment details for the processing and administration of accommodation fees and account balances;
- records relating to accommodation licence compliance, house policy adherence, behavioral issues, or residency investigations;
- sensitive personal data including health and medical conditions (e.g., disabilities or mobility requirements) to make reasonable adjustments or implement Personal Emergency Evacuation Plans (PEEPs);
- CCTV footage recorded in and around residential premises for security and crime prevention.

5. How do we use accommodation information?

The purposes for which we may use personal data during your association with our accommodation services include:

- assessing, recording, and processing accommodation applications and room allocations;
- administering terms under the Accommodation Licence Agreement and managing accounts;
- administering accommodation fees, processing payments, and managing outstanding balances;
- providing student support, health and wellbeing assistance, and disability adjustments under Equalities legislation;
- safeguarding residents, protecting vital interests in emergency situations, and ensuring safety and security (including CCTV monitoring);
- managing behavioral issues, investigating suspected breaches of accommodation rules, and dealing with complaints or grievances;
- meeting statutory and regulatory reporting obligations (e.g., local council tax exemptions, electoral registration).

6. What is the purpose and legal basis for processing your information?

The School will process your personal information for a range of contractual, statutory, or public interest purposes.

We may process your personal data because it is necessary for the performance of a contract with you (such as your Accommodation Licence Agreement) or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data to:

- interact with you prior to allocation as part of the accommodation application process;
- provide you with residential and facilities services once enrolled and housed;
- process accommodation fees and address any feedback or concerns.

We may also process your personal data where it is necessary for our or a third party's legitimate interests, or for tasks carried out in the public interest, including:

- maintaining and managing School-operated residential estates and facilities;
- ensuring campus and residential safety, security, and crime prevention;
- recovering monies owed to the School.

We may also process your personal data for compliance with our legal obligations (e.g., health and safety laws, council tax reporting, safeguarding) or where it is necessary to protect your or another person's vital interests in emergency situations.

7. Who will my information be shared with?

For the purposes referred to in this privacy notice, we may share your personal data with certain authorized third parties, including:

- our employees, agents, contractors, and support staff where there is a legitimate operational need;
- public and local government bodies (e.g., local authorities for council tax exemption and electoral registration);
- crime prevention or detection agencies (e.g., the police and emergency services) where necessary or legally required;
- parents, guardians, or emergency contacts where appropriate and permitted by law (e.g. in vital interest emergencies).

8. How long is my information kept?

Subject to any statutory obligations, we retain accommodation personal data for a period of six years after your accommodation licence or association with us has ended. Certain financial or safety records may be retained in line with statutory retention schedules.

9. What are my rights under Data Protection legislation?

Under UK Data Protection legislation, you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;

- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data or restrict our data processing activities;
- to require that we cease processing if it causes damage or distress;
- to object to processing based on legitimate interests or direct marketing;
- to receive your personal data in a structured, commonly used format.

Please note that these rights are not absolute, and exceptions may apply depending on the legal basis for processing.

10. Who can I contact?

If you have any queries about this privacy notice or how we process your accommodation data, or if you wish to exercise any of your rights, you can contact our Data Protection Officer:

- **By email:** dataprotection@nfts.co.uk
- **By post:** Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

If you are not satisfied with how we process your personal data, you have the right to make a complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk.