

Student 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, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective 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 legislation¹. "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. This notice applies to current students and apprentices (when receiving training from the School). What is 'personal data'?

3. 'Personal data' is any information that relates to an identifiable natural person. Your name, address, contact details, and CV are all examples of your personal data, if they identify you. How do we collect your personal information?

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

- (a) from the information you provide to us when you interact with us before joining, for example when you express your interest in studying at the School;
- (b) when you apply to study at the School and complete application forms and when you complete other admissions processes and procedures;
- (c) when you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- (d) in various other ways as you interact with us during your time as a student of the School, for the various purposes set out below;

- (e) from third parties, for example from your previous or current university or employers who may provide a reference about you or who may sponsor your studies.

4. What types of information do we collect?

We may collect the following types of personal data about you:

- (a) your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality. We will also allocate you a unique student number;
- (b) information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to assessments of your work, details of examinations taken, your predicted and actual examination grades and other information in your student record;
- (c) information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary or in order to provide you with appropriate pastoral care;
- (d) sensitive personal data and information about criminal convictions and offences, including:
 - (i) information concerning your health and medical conditions (e.g. any disabilities you may have);
 - (ii) certain criminal convictions; and
 - (iii) information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

5. How do we use information about our students?

The purposes for which we may use personal data (including sensitive personal data that you have chosen to give us) during a student's association with us include:

- (a) recruitment and admissions;
- (b) academic matters, including:

- (i) the provision of our core teaching and learning services (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, graduation);
 - (ii) maintaining student records;
 - (iii) assessing your eligibility for bursaries and scholarships, etc.
 - (c) providing library, IT and information services;
 - (d) non-academic matters in support of our core services, including:
 - (e) providing student support services (e.g. through Student Support and Wellbeing Services; personal supervisors and academic departments);
 - (f) monitoring equal opportunities;
 - (g) safeguarding and promoting the welfare of students;
 - (h) ensuring students' safety and security;
 - (i) managing the use of social media;
 - (j) managing car parking on campus;
 - (k) administering finance (e.g. fees, scholarships and bursaries);
 - (l) other administrative purposes, including:
 - (m) carrying out research and statistical analysis;
 - (n) carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
 - (o) providing operational information (e.g. providing IT support, information about building closures or access restrictions on campus, or safety advice);
 - (p) promoting our services (e.g. providing information about placements, or events happening on and off campus)
 - (q) preventing and detecting crime;
 - (r) dealing with grievances and disciplinary actions;
 - (s) dealing with complaints and enquiries.
- and in the case of Apprentices being taught by us:
- (t) complying with any reporting requirements from third parties as required from time to time; and
 - (u) meeting contractual obligations.

6. Graduation and degree information

Personal data (name and role / production credit) will be published in the graduation screenings brochure. Student name, role / production credits, IMDB link, personal website (if relevant) and scholarship information will be included in the Alumni section of our website following the relevant graduation events. All published details will also be available on our archive following the relevant graduation events. This information may also be used in promotional material for the School.

You may withhold your consent to your name being published for these purposes when you register online to attend the award ceremony or graduate *in absentia*.

7. What is the purpose and legal basis for processing your information and how do we use it?

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 or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following:

- (a) to interact with you before you are enrolled as a student, as part of the admissions process (e.g. to send you a prospectus or answer enquiries about our courses);
- (b) once you have enrolled, to provide you with the services as set out in our Student Agreement;
- (c) to deal with any concerns or feedback you may have;

for any other purpose for which you provide us with your personal data. We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest (as set out in our constitutional documents, which are available here:

<https://nfts.co.uk/sites/default/files/u102/Documents/Governance/Articles%20of%20Association%202013.pdf>)

or because it is necessary for our or a third party's legitimate interests. In this respect, we may use your personal data for the following:

- (a) to provide you with educational services which may not be set out in our Student Agreement but which are nevertheless a part of our academic and educational mission;

- (b) to monitor and evaluate the performance and effectiveness of the School, including by training our staff or monitoring their performance;
- (c) to maintain and improve the academic, corporate, financial, estate and human resource management of the School;
- (d) to promote equality and diversity throughout the School;
- (e) to seek advice on our rights and obligations, such as where we require our own legal advice;
- (f) recovering money you owe to us;

and in the case of Apprentices being taught by us:

- (g) the School may also process data where it has a legitimate interest to do so to comply with funding and reporting requirements as may be required from time to time.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- (a) to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- (b) for the prevention and detection of crime;
- (c) in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- (a) it is necessary to protect your or another person's vital interests; or
- (b) we have your specific or, where necessary, explicit consent to do so.

8. Who will my information be shared with?

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, for example when you register with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- (a) our employees, agents and contractors where there is a legitimate reason for their receiving the information, including:
- (b) third parties who are contracted to provide IT and payroll services for us;
- (c) internal and external auditors.

- (d) those with an interest in tracking student progress and attendance, including:
- (e) student sponsors (e.g. the Student Loan Company; Federal Loans Company)
- (f) current or potential education providers (for example, where you take part in a placement as part of your course);
- (g) current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);
- (h) professional and regulatory bodies (e.g. Creative Skillset) in relation to the confirmation of qualifications and the accreditation of courses;
- (i) government departments and agencies where we have a statutory obligation to provide information (e.g. the Office for Students, the Higher Education Statistics Agency (HESA), the Home Office (in connection with UK visas and immigration), Council Tax and Electoral Registration Officers at relevant local authorities (for the purpose of assessing liability for Council Tax and for electoral registration purposes));
- (j) NHS trusts, NHS foundation trusts and Local Authorities (for the purpose of assessing whether you are entitled to free NHS hospital treatment);
- (k) crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);
- (l) parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- (m) third parties conducting surveys.

and in the case of Apprentices engaged by us:

- (n) Any platforms supporting apprenticeship delivery including Aptem Limited;
- (o) Our sponsor partners who may be in place from time to time including Amazon Digital UK Limited;
- (p) Any End Point Assessment Organisation required for the provision of an End Point Assessment.
- (q) The Education and Skills Funding Agency.

9. Will my information be shared outside of the EU?

Some of the personal data we process about you will be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example where it is processed by staff operating outside the EEA who work for

us or for one of our suppliers, or where personal data is processed by one of our suppliers who is based outside the EEA or who uses storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred on one of the following bases:

- (a) where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission);
- (b) a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection; or
- (c) there exists another situation where the transfer is permitted under applicable law (e.g. where we have your explicit consent).

10. Fundraising and Alumni Relations

We pass certain of your personal data to our Alumni and Events teams when you graduate. This information will be used for alumni activities, including sending School communications, promotion of alumni services such as job opportunities, events and programmes. Your personal data may also be used in fundraising programmes. We may also disclose limited personal data to our contractors for analysis in connection with fundraising activities.

For more information about how your personal data is used by the Alumni and Events teams, please see the fundraising and alumni relations privacy statement, available at: [link](#)

If you do not want your personal data to be used for any of these purposes, please email: info@nfts.co.uk

11. HESA

We will send some of the student information we hold to the Higher Education Statistics Agency ("HESA"). HESA collects and is responsible for the database in which HESA student records are stored. Details of how HESA will process this information can be found at:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>.

12. How can I make changes to my personal data?

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this by emailing: address

13. How long is my information kept?

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end. However, some information may be retained indefinitely by us in order to maintain your academic record for archiving purposes (or by the Alumni and Events team for the purposes of supporting your lifelong relationship with NFTS).

14. Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law

15. What are my rights under Data Protection legislation?

You have the following rights:

- (a) to obtain access to, and copies of, the personal data that we hold about you;
- (b) to require that we cease processing your personal data if the processing is causing you damage or distress;
- (c) to require us not to send you marketing communications.
- (d) to require us to correct the personal data we hold about you if it is incorrect;
- (e) to require us to erase your personal data;
- (f) to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- (g) to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- (h) to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

You can see more information about how your personal information is used or wish to exercise any of your rights, please consult the NFTS Data Protection Policy at: [link](#)

16. Who can I contact?

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer:

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

To request access to the personal data that we hold about you, you may contact our Data Protection Office:

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

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

ⁱ This comprises the UK General Data Protection Regulation and the Data Protection Act 2018