

Section	Activity	Category/type	No	Specific Purposes	Types of personal data normally processed for these purposes	Lawful Basis	Who your data will be shared with	Relevant policies	Retention period of data held	Rationale for retention period
B)	Higher education	Academic administration/student support	1	Processing data to offer facilities and services central to your studies such as Library access and computing access	a, c, e	Necessary for the performance of a task in the public interest, namely the provision of higher education.	School, Conservatoire, validating university	Data Processing Statement	End of student relationship + 6 years	Limitations Act 1980 chapter 58 section 5
B)	HE-related	Academic administration	2	Granting of academic awards (including the publication of awards, marks and inclusion in pass lists)	a, b, d, e	Necessary for the performance of a task in the public interest, namely the provision of higher education.	Member schools; validating universities, Conservatoire	Academic regulations	Issue of list + 10 years	JISC recommendation
B)	Higher education	Academic administration	3	Recording (including audio, visual, and audio-visual recordings) of classes, seminars, lectures performances, assessments, and other learning activities	a, c, e	Necessary for the performance of a task in the public interest, namely the provision of higher education Legitimate interest: purpose of publications and marketing materials, subject to agreement by the participating Schools	School, student, Conservatoire, third parties (e.g. other institutions via Virtual conservatoire)	Data Processing Statement	Permanent subject to enduring value	Enduring value
C)	HE-related	Admissions	1	Management of enquiries with prospective students and communication of information about our services, events and activities	b, c, d, e	Consent to receive such communications	Member schools, Conservatoire	Data Processing Statement	Completion of campaign + 5 years	JISC recommendation
C)	HE-related	Admissions	2	Processing of admissions-related data e.g. data relating to audition/interview fee waiver applications, scholarships, pre-entry activities, outreach and widening access/participation activities	a, b	Consent to providing such data; Necessary for the performance of a task in the public interest, namely HE statutory/legal requirements	Applicant, school, Conservatoire	Data Processing Statement; audition/interview fee waiver application form; Conservatoire Access and Participation Plan; Conservatoire Widening Access and Success Strategy	Completion of processing + 5 years	Limitations Act 1980 chapter 58 section 5
C)	HE-related	Admissions	3	Processing of applications for study and enrolment as a student which can include the processing of criminal convictions data and DBS checks	a, b, d, e	Necessary for the performance of a task in the public interest, namely the provision of higher education	Member schools, Conservatoire	Schools' admissions policy, Data Processing Statement	Successful applications: End of student relationship + 6 years Unsuccessful applications: completion of admissions process + 1 year	Limitations Act 1980 chapter 58 section 5
C)	HE-related	Admissions	4	Correspondence with offer holders regarding the next steps in the application and enrolment processes	a, b, c, d, e	Necessary for the purpose of entering into a contract of study with students	Applicant, school, Conservatoire	Student Terms and Conditions, School fees policies, course summary document, offer letter	End of applicant/student relationship + 6 years	Limitations Act 1980 chapter 58 section 5
D)	HE-related	Alumni	1	Processing of data relating to the core student record: personal details, records allowing transcript to be provided, courses followed + grades, final degree, academic distinctions	a, b, c, d, e	Legitimate interest: purpose of maintaining and retaining public record of student attendance and qualification(s) with the Conservatoire	Member schools, Conservatoire	Academic regulations, operating and financial agreement, Members' Agreement	Permanent	Enduring value
D)	HE-related	Alumni	2	Registration as a member of Conservatoire alumni upon graduation. Your data as an alumni member will be processed in accordance with the Conservatoire's Data Processing Statement.	a, b, c, d, e	Legitimate purpose of maintaining our relationship with graduates	Member schools, Conservatoire, validating universities	Data Processing Statement	Permanent subject to consent	Enduring value
E)	Higher education	Legal compliance	1	Processing of data to monitor our compliance with equalities legislation (e.g. Public Sector Equality Duty, Equality Act 2010)	a, b, c, d, e	Legitimate purpose of seeking to widen access to higher education, encourage diversity amongst the student body, provide appropriate support and comply with the Conservatoire's Public Sector Equality Duty and obligations under the Equality Act 2010	Member schools, Conservatoire	Conservatoire Equality Action Plan	Current year + 5 years	SI 2001/3458 & SI 2006/2930 do not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time.
F)	HE-related	Marketing & corporate	1	Use of Images and/or film for Promotional Purposes by the Conservatoire and schools	c, d, e	Legitimate interest: purpose of publications, promotional and marketing materials, subject to agreement by the participating Schools.	Member schools, Conservatoire, third parties	Data Processing Statement	Permanent subject to enduring value	Enduring value
G)	Higher education	Registration	1	Processing of data relating to the core student record: personal details, records allowing transcript to be provided, courses followed + grades, final degree, academic distinctions	a, b, c, d, e	Necessary for the performance of a task in the public interest, namely the provision of higher education	Member schools, Conservatoire	Academic regulations, operating and financial agreement, Members' Agreement	Permanent	Enduring value

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G)	Higher education	Registration	2	Processing of other administrative data including registration/enrolment onto programmes; academic progress; placements; formal/informal action or disciplinary; transfer to new programmes/courses; withdrawal/suspension	a, b, c, d, e	Necessary for the performance of a task in the public interest, namely the provision of higher education	Member schools, Conservatoire	Academic regulations, Student complaints procedure, Admissions Appeals and complaints Policy, Support Through Studies Policy, Non-Academic Misconduct Policy, Policy on Sexual Misconduct, Harassment and Related Allegations, Emergency powers of exclusion and suspension	End of student relationship + 6 years	Limitations Act 1980 chapter 58 section 5
G)	Higher education	Registration	3	Administration of induction events, registration of students on courses and transfers to new courses	a, b, c, d, e	Necessary for the performance of a task in the public interest, namely the provision of higher education	Member schools, Conservatoire	Academic regulations, operating and financial agreement	Completion of induction programme + 5 years	JISC recommendation
G)	HE-related	Registration/Fees & Finance	4	Processing and recovery of University fees, including course and accommodation fees	a, b, d, e	Necessary for the performance of the University's contract with students	Member schools; Conservatoire	School fees policies, Academic regulations	Current financial year + 6 years	1970 c. 9 s 34 1980 c. 58 s 5
G)	HE-related	Registration/Fees & Finance	5	Administration of financial awards and prizes such as scholarships, bursaries and grants, including grants and scholarships provided by third parties	a, b, c, d, e	Legitimate purpose of administering financial support for students	Member schools, Conservatoire	Published information on Conservatoire website (Fees and Financial Support)	Current financial/academic year + 6	Limitations Act 1980 chapter 58 section 5
G)	HE-related	Registration/Fees & Finance	6	Administration of financial aid, such as hardship funding and loans	a, b, d	Legitimate purpose of administering financial support for students	Member schools, Conservatoire	Published information on Conservatoire website (Fees and Financial Support)	Current financial/academic year + 6	Limitations Act 1980 chapter 58 section 5
I)	HE-related	Statistics & analysis	1	Administration of external and internal student surveys, including collection of feedback on distinct services such as Library services and Careers services. You can read more about the surveys the University administers or facilitates here.	a, b	Consent from students and/or graduates who complete the surveys	Member schools, Conservatoire	Data Processing Statement	Completion of analysis of responses	JISC recommendation
I)	HE-related	Statistics & analysis	2	Processing of data for research and statistical analysis into Learner Analytics	a, b, c, d, e	Legitimate purpose of analysing student data to help make informed decisions which can lead to improved student satisfaction, retention and attainment	Member schools, Conservatoire	Operating and Financial Agreement	Current year + 3 years	JISC recommendation
J)	Higher education	Student casework	1	Processing student cases: - academic appeals; - academic misconduct; - non-academic misconduct; - student complaints; - support through studies; - student exclusions and suspensions under emergency powers; - cases under the policy on sexual misconduct, harassment and related allegations; - cases under the criminal records policy; - cases under the student protection plan; - cases under the refunds and compensation policy	a, b, c, d, e	Necessary for the performance of a task in the public interest, namely the provision of higher education; necessary for the performance of a contract; necessary for legitimate interests	Member schools; Conservatoire	Data Processing Statement, Support through studies policy, emergency powers of exclusion and suspension policy, policy on sexual misconduct, harassment and related allegations, non-academic misconduct policy, student complaints procedure, academic regulations, criminal records policy, student protection plan, refunds and compensation policy	Last action on case + 6 years	Limitations Act 1980 chapter 58 section 5
J)	Higher education	Student casework	2	Administration of complaints, investigations and disciplinary proceedings concerning student misconduct, including investigations into academic misconduct in accordance with the academic regulations	a, b, c, d, e	Necessary for performance of task in the public interest, namely higher education provision, (Investigating complaints concerning misconduct is necessary to maintain integrity of University's assessment process, our academic standards, our reputation and the welfare of our students and staff).	Member schools, Conservatoire, validating universities	Student complaints procedure, Admissions Appeals and complaints Policy, Support Through Studies Policy, Non-Academic Misconduct Policy, Policy on Sexual Misconduct, Harassment and Related Allegations, Emergency powers of exclusion and suspension, Academic regulations	If formal complaints procedure triggered: last action on case + 6 years	Limitations Act 1980 chapter 58 section 5
L)	HE-related	Student support	1	Processing of safeguarding concerns to ensure the safety and wellbeing of our students	a, b, c, d, e	Legitimate purpose of ensuring the safety and wellbeing of our students	Member schools, Conservatoire, validating universities	Schools' safeguarding policy, support through studies policy, emergency powers of exclusion and suspension policy, policy on sexual misconduct, harassment and related allegations	End of student relationship + 1 year	No legitimate reason to retain this data beyond this period
L)	HE-related	Student support	2	Assessment and provision of support services to students, including the provision of disability support services and study support services.	a, b, c, d, e	Legitimate purpose of providing appropriate support to students based on their needs	Student, school, Conservatoire, external support services	School Safeguarding policies, support through studies, student support strategy	End of student relationship + 6 years	Limitations Act 1980 chapter 58 section 5