

PRIVACY STATEMENT

Creative Careers Centre

Purpose

This statement provides information about how the Royal College of Music processes personal data for students using the services and facilities offered by the Creative Careers Centre

The lawful basis for obtaining and using your personal data

The RCM Creative Careers Centre is unique in the UK Conservatoire sector in extending the services provided to current students to its alumni, for a period of five years after leaving the RCM. Students who auditioned successfully for the services offered by the CCC continue to be able to avail themselves of these services for a period of no longer than five years after the completion of their courses at the RCM.

When you were a student we explained to you that we would continue to provide you with access to the services provided by the Creative Careers Centre for a period of no longer than five years after the completion of your course, and so the lawful basis for obtaining and using your data is to fulfil our contractual obligations to you.

Where did your data come from?

The information held on your student record and the HR payroll systems will form the basis of the record held by the Creative Careers Centre.

Why do we need your data?

We store your data on secure systems and servers all of which are password protected and access is restricted to those RCM staff needing access.

We will use your data in order to keep you informed of the activities of the Creative Careers Centre.

We will use your data to create contracts for engagements and payment.

We will make your details available to clients making use of the Teaching Service and we will send you the weekly jobs bulletin.

What we do with your data

Your data will only be kept by the CCC for five years, after which it will be deleted/archived

When we share your data

We will share your data with people enquiring about the RCM Teaching Service and the Professional Engagements Service.

This Privacy Statement was last updated on 23 February 2018