

Northern School of Contemporary Dance: Data Schedule 1 - Student Record Retention

Understanding this document:

This schedule outlines how Northern School of Contemporary Dance (NSCD) holds and processes data, including category/types of data, the specific purposes of processing, where we will share data with third parties, and the lawful bases for processing data along with retention periods, in accordance with Article 6 of GDPR.

Information about the types of personal data (including where relevant special category data) to which this schedule applies are set out in the NSCD Privacy Statement . Please refer to the statement for further details.

Types of personal data

- a) Electronic and hard copy documentary student records (including registration records and application forms; documents generated by academic/casework activities etc.)
- b) Statistical data
- c) Audio, visual and audio-visual recordings (e.g. of classes, seminars, lectures, performances, assessments, and other learning activities)
- d) Photographic images; showreels
- e) Work produced by students in the course of their studies, including practical, audio-visual, recorded and/or written work.

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.	NSCD, University of Kent	Privacy 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.	NSCD, University of Kent	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	NSCD, student	Privacy 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	NSCD	Privacy 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, NSCD	Privacy Statement, audition fee waiver application form, Access & Participation Plan	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	NSCD	NSCD Admissions Policy, Privacy 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, NSCD	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 NSCD	NSCD	Academic regulations	Permanent	Enduring value
D)	HE-related	Alumni	2	Registration as a member of NSCD alumni upon graduation. Your data as an alumni member will be processed in accordance with the NSCD Privacy Statement.	a, b, c, d, e	Legitimate purpose of maintaining our relationship with graduates	Member schools, Conservatoire, validating universities NSCD, University of Kent	Privacy Statement	Permanent subject to consent	Enduring value

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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	NSCD	NSCD EDI 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 NSCD	c, d, e	Legitimate interest: purpose of publications, promotional and marketing materials	NSCD, third parties	Privacy 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	NSCD	Academic regulations	Permanent	Enduring value
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	NSCD	Academic regulations, Student complaints procedure, Admissions Appeals and complaints Policy, Support Through Studies Policy, Non-Academic Misconduct Policy, Policy on Harassment, Sexual Misconduct 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	NSCD	Academic regulations	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	NSCD	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	NSCD	Published information on NSCD 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	NSCD	Published information on NSCD 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.	a, b	Consent from students and/or graduates who complete the surveys	NSCD	Privacy 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	NSCD	Privacy Statement	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	NSCD	Privacy Statement, Support through studies policy, emergency powers of exclusion and suspension policy, policy on Harassment, sexual misconduct 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

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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).	NSCD, University of Kent	Student complaints procedure, Admissions Appeals and complaints Policy, Support Through Studies Policy, Non-Academic Misconduct Policy, Policy on Harassment, Sexual Misconduct and Related Allegations, Emergency powers of exclusion and suspension, Academic regulations	If formal complaints proceduree 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	NSCD, University of Kent	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, NSCD, 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