

Ulster College of Music Privacy Policy 2018

Introduction

The Ulster College of Music will process your personal data in accordance with the Data Protection Act 1998, and from 25th May 2018 the General Data Protection Regulation.

For the purposes of the Data Protection Act 1998 (the Act), the data controller is:

Ulster College of Music, 13 Windsor Avenue, Belfast BT9 6EE

We may collect and process the following data about you:

1. Information you give us. You may give us information about you by:

- (a) filling in forms on our website or on paper registration forms
- (b) providing feedback;
- (c) entering for examinations through UCM
- (d) corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, address, e-mail address and phone number, personal information and preferences.

2. Information we collect about you. When you visit our website we may automatically collect the following:

- (a) technical information, including the internet protocol (IP) address used to connect your computer to the internet, your browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- (b) information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); services you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

None of this information will be used by us for any purpose.

Use of the information

We use the information held about you:

- 1. to deal with enquiries and carry out our obligations arising from any contracts entered into between you and us;
- 2. to provide you with the information and services that you request from us;
- 3. to administer our website and for internal operations;

Sharing your information

We may share your information with selected third parties including our tutors, administrators and examination boards. We may disclose your personal information to third parties if we are under a duty to do so in order to comply with any legal obligation; or in order to enforce or apply our terms of use.

Storage of your data

The data that we collect from you will be stored on the office computer with a secure access code and in locked office filing cabinets.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will ask you for permission to use photographs on the registration form before using any such photographs in publicity materials or our photograph album.

The Act gives you the right to access information held about you. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Accessing other websites

Our site may, from time to time, contain links to and from the websites of other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

Cookies

If you are happy for us to use cookies, all you have to do is continue to use our website as normal. If you would like to block any cookies, please see below for details on how to do so.

We use these cookies for the proper functioning of our website. If you would like to block any of the cookies used by our site, or other websites, you can do this through your browser settings. Please visit <http://www.aboutcookies.org/> for more information on how to block cookies and/or delete them from your computer. Please note that if you block or delete cookies, our site may not function properly for you.

Additional information for GCSE and As/A-level students

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

The Ulster College of Music will hold the following data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate which will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected in the context of examination entries and/or certification claims.

3. Such data collected will not be used other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates.

4. Personal data within candidates' work will be collected for the purposes of marking, issuing of examination results and providing candidates with access to post-results services.