

## Privacy Notice Performing Arts and Photography Applicant Selection

Edinburgh College is providing you with this information to comply with data protection law and to ensure that you are fully informed and we are transparent in how we collect and use your personal data.

### Who is collecting the information?

Edinburgh College is the Data Controller. We have an appointed Data Protection Officer (DPO), Alice Wilson, who can be contacted by emailing:

[DataProtection@edinburghcollege.ac.uk](mailto:DataProtection@edinburghcollege.ac.uk)

### Why are we collecting it and what are we doing with it (Purpose)?

We are collecting your information to process your application to do a course in the Performing Arts and Photography department. The application, audition and interview process require examples of your abilities in your chosen course whether this is acting, dance, musical performance, or photography, make up artistry, technical theatre and theatre costume. The examples may be taken in a video format or form part of your photography portfolio and interview. Following on from the College receiving these examples, you will then be invited to be interviewed by a panel to assess your suitability for the course. This interview is recorded to enable staff to make a full assessment of your skills and abilities in your chosen field.

### What personal data do we collect?

Personal Data	Special Category (Sensitive) Personal Data
Name	Not applicable for this purpose
Course applied for	
Video(s) of performance	
Photographs	
Personal Opinions in interview	

### How are we collecting this information? What is the source?

We collect this directly from you, via your application form, your portfolio and, where applicable, videos of performances.

### The lawful basis for the processing

Under data protection law the legal basis for the College in processing your personal data is GDPR Article 6(1)(e) *“processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”* The Post-16 Education (Scotland) Act 2013 and the Further and Higher Education (Scotland) Acts 1992 and 2005 require the College to provide quality fundable courses and this is one of the College’s core public tasks.

### Who we share the information with:

The College does not share your application, audition and interview information with anyone external to the College. The College does use third party software providers, for example Microsoft Teams, in those instances appropriate contractual agreements are in place to protect your information

### **Details of data transfers to any third countries or international organisations**

Depending on the course you have applied for, the College requests that you provide a video of a performance, whether this is dance, or a monologue etc. The College requests that you upload this video to YouTube or TransferNow and provide a link and password to enable your interviewers to view your performance. YouTube is a US company and therefore there will be transfers to a third country. TransferNow is EU based and is required to comply with all the EU GDPR requirements.

### **How long do we hold the personal data?**

The College will not hold your data for longer than necessary for the purpose of auditions and interviews for your chosen course. Following the completion of interviews for the academic year, the department will hold the recorded video of your audition and interview for six months. After that period has passed the College will destroy the records securely following College procedures.

### **Individuals' rights in relation to this processing**

Under data protection law, individuals have the following rights:

- The right to be informed – i.e. this privacy notice
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated individual decision making, including profiling

Some of these rights only apply in certain circumstances. For this specific processing purpose as well as the right to be informed, you have the following rights:

- Right of access – this means you have the right to access and/or receive a copy of the personal data the college holds about you
- Right to rectification – this means you have the right to correct incorrect or incomplete data held about you
- Right to restrict processing – this means you have the right for the processing to be restricted and normally will link with one of the other rights, for example rectification
- Right to object – this means you can object to the way your data is being processed.
- Rights in relation to automated individual decision making, including profiling – currently the College does not process data in this way

You can exercise any of your rights at any time and the College has a month to respond. To exercise a right, please contact the Data Protection mailbox ([DataProtection@edinburghcollege.ac.uk](mailto:DataProtection@edinburghcollege.ac.uk)) and your request will be processed accordingly.

### **Complaints to UK Information Commissioner's Office (ICO)**

If you are concerned about how your personal data is being used by the College, in the first instance please can you contact the College Data Protection Officer (DPO) at [DataProtection@edinburghcollege.ac.uk](mailto:DataProtection@edinburghcollege.ac.uk) . If you are not satisfied with the outcome then you can complain to the regulator of data protection, the UK Information Commissioner's Office

(ICO). The ICO has guidance on their website here: <https://ico.org.uk/your-data-matters/raising-concerns/>

You can email them at [casework@ico.org.uk](mailto:casework@ico.org.uk) or call them on 0303-123-113 or you can send a letter to them at the following address:

Customer Contact  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF