

External professionals and freelancers privacy notice

This policy is of relevance to all external professionals and freelancers used to support the School's educational activity, this includes External Examiners and External Peers, conductors, directors, designers and freelance tutors

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Written by	Secretary & Dean of Students
Last reviewed	May 2018

Specific privacy notice

The Guildhall School is a department of the City of London Corporation ("the City of London"). This specific privacy notice covers activities relating to the School's activities as an education provider where an external professional has been contracted to support that activity. This privacy notice covers a wide range of external professionals working in the School including, but not limited to:

- External Examiners
- External Assessors
- External Peers
- External Mentors
- Conductors, Directors, Designers, Choreographers and external performers working on specific performance activities
- Freelance tutors, panel members, and accompanists

This privacy notice is a part of the School's overarching privacy notice found at gsmd.ac.uk/privacy

The Guildhall School is committed to protecting your privacy; this privacy notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how the School looks after your personal information please contact the City of London's Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at information.officer@cityoflondon.gov.uk or alternatively contact the School [via Katharine Lewis, Secretary & Dean of Students registry@gsmd.ac.uk].

What personal data is collected about you?

We may collect your data in a variety of ways, for example:

- When you communicate with us by telephone or email
- When you use forms to provide data e.g. supplier forms
- When you supply additional documentation e.g. evidence of identity and right to work
- From third parties, for example from agents

We may collect personal data such as the following:

- Biographical information including your name, gender and date of birth
- Contact details and communication preferences such as your address, email and phone number
- NI number, HMRC Unique Taxpayer Reference, passport number and identity details, domicile and nationality, demographic information.
- Photo for ID card
- Video recordings (including CCTV)
- Production and rehearsal photography
- Education and employment history including references
- Bank details for paying your invoice

We may also collect special category data (previously ‘sensitive’)

- For statutory monitoring and reporting purposes: racial or ethnic origin, religion or similar beliefs, sexual orientation

Reasons why we use your personal data:

We may use your data to support the:

- Quality assurance of the School’s assessment processes
- Quality assurance of the School’s programme approval and periodic review processes
- Teaching & Learning activities of the School
- Student performance activities in the School
- Monitoring equal opportunities
- Statistical analysis and research
- Returns and surveys for government bodies

Why we are allowed to use your personal data?

The processing of your personal information for the above purposes is necessary:

- To meet our contractual obligations to you as a worker
- To meet our contractual obligations to our students
- To meet our legal obligations
- To perform tasks we carry out in the public interest (e.g. teaching and research)
- To protect the vital interests of you or another person

For any specific use of your personal information outside these reasons we will ask for your consent and inform you how you can withdraw consent at any time.

Who we can share your personal data with?

Your data will be used by staff and contractors within the Guildhall School for the purposes specified.

The Guildhall School is a department of the City of London Corporation and shares the same data controller. Where services are provided by a central City of London department or are shared with other departments within the City of London, your data may also be shared with those departments, eg Finance Department for the payment of your invoice, or the Internal Audit Department for the purpose of auditing the services provided by the School.

Additionally, where you have been contracted through an agent we will share information with your agent.

Images of you in video recording and production and performance photography may be used for marketing purposes.

Where relevant, we may need to share information about you to the UKVI for visa purposes.

Accompanist contact details will appear in the accompanist contact list given to students.

Where a temporary library or ATHENS account is required to undertake your duties your personal details will be shared with the external provider of these services.

How long do we keep your personal data for?

Some basic information about you, eg name, contract period, performance worked on or validation event supported etc, will be kept in perpetuity for both monitoring purposes and as a historical record of the activities of the School.

Production and rehearsal recordings and photography may also be kept in perpetuity as an historical record.

Financial records will be kept for the statutory period.

Accompanist contact data and External Assessor contact data will be kept for as long as you wish to be considered for work by the Guildhall. Please let us know if you would like to be removed our lists.

Other details will be kept for the term of the appointment plus one year.

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