

# Full privacy notice for the arrangements for the transfer of students from The Academy of Live and Recorded Arts (ALRA)

## 1. Introduction

The Office for Students ('OfS') is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act (HERA) 2017. You can find more information about the OfS and the work that we do on our website:

[www.officeforstudents.org.uk](http://www.officeforstudents.org.uk)

As the independent regulator of higher education in England we have a role to help ensure that when a higher education provider such as ALRA closes, you are able to carry on with your studies or receive credit for your academic attainment to date.

The OfS is committed to protecting your personal information and being clear about what information we hold about you and how we use it.

This privacy notice explains our use of your personal information to facilitate the arrangements for the transfer of your studies from ALRA to Rose Bruford College of Theatre and Performance (Rose Bruford College) or another provider of higher education.

The OfS is registered with the Information Commissioner's Office (ICO). Our registration number is ZA309955 and you can check our entry details on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-fee-payers/>.

## 2. Data controller and Data Protection Officer

The OfS is the 'data controller' of any personal information collected within scope of this privacy notice. Our location and contact details are below:

Office for Students

Nicholson House

Lime Kiln Close

Bristol

BS34 8SR

Tel: 0117 931 7317

Email: [dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)

Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. You can contact the DPO using the details above. You should note that this email address is monitored by other members of the OfS's data protection team. Therefore, please mark any correspondence 'for the attention of the Data Protection Officer'.

Rose Bruford College is a separate data controller for personal information used for its own purposes. If you transfer to Rose Bruford College you can contact the College for further information about its use of your personal information.

If you transfer to another provider of higher education you should contact this provider for further information about its use of your personal information as it is a separate data controller for personal information used for its own purposes.

### **3. What personal information we will hold and use**

The personal information we hold for students that were registered at ALRA in 2021-22 is set out below:

- full name
- financial details of the fees that you were charged by ARLA and details of the fees paid to ALRA between August 2021 and April 2022
- educational records and attainment.

For students whose studies were funded under the Dance and Drama Award ("DaDA") scheme in 2021-22, we hold:

- your household income bracket as assessed by ALRA
- the level of funding received from the Department for Education and how much of this was used for tuition fees and where relevant how much was paid to you as a maintenance grant.

### **4. Our purpose for using the information**

We can only use your personal information where we have a specific purpose or purposes for doing so. As the independent regulator of higher education in England we have a role to help ensure that when a higher education provider such as ALRA closes, you are able to carry on with your studies or receive credit for your academic attainment to date. The purpose of using your personal information is to facilitate the arrangements for the transfer of your studies from ALRA to Rose Bruford College or another provider of higher education.

To achieve the above aims, the specific uses that will be made of your personal information are listed below:

- For students that transfer to Rose Bruford College (or another provider of higher education) the OfS will share with that provider your name, the information regarding fee arrangements and the details of fees paid. This is to ensure that students are charged the appropriate amount for term three of the 2021-22 academic year.

- For students that transfer to Rose Bruford College and whose studies at ALRA were funded under the Dance and Drama Award (“DaDA”) scheme, the OfS will share your name, your household income bracket, the level of funding received from the Department for Education and how much of this is used for tuition fees and how much was paid and is due to be paid as a maintenance grant. We will do this to ensure that those students in receipt of DaDA funding continue to be able to access it.

If we want to use your personal information for a reason other than those purposes set out above, we will update this notice and provide further information about the new purpose(s).

## 5. Legal basis for using your personal information

Under data protection legislation, we require a legal basis to be able to process your personal information for the purposes set out above.

In this case, the legal basis is:

- **Article 6(1)(e) Public task:** the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law. In this case, section 38(1)(d) of HERA 2017 which allows the OfS to ‘facilitate ... provision of arrangements by registered higher education providers for student transfers’.

## 6. Information we obtain from other sources

We obtain personal information about you from other sources, listed below:

- Using our statutory powers to require information from higher education providers, we obtained the information set out in section three from ALRA before it closed and its Official Receiver.
- Rose Bruford College has provided the OfS with the names of students who have chosen to transfer to Rose Bruford College to continue their studies there.
- St. Mary’s University, Twickenham will provide the OfS with the names of students who do not chose to transfer to Rose Bruford College and where applicable the name of the provider these students are transferring to.

### Purpose of obtaining personal information from other source(s)

- To facilitate the arrangements for the transfer of your studies from ALRA to Rose Bruford College or another provider of higher education.
- To ensure that students that were in receipt of DaDA funding when registered at ALRA can continue to access this.

### Legal basis for obtaining personal information from other source(s)

- **Article 6(1)(e) Public task:** the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law. In this case, section 38(1)(d) of HERA 2017 which allows the OfS to ‘facilitate ... provision of arrangements by registered higher education providers for student transfers’.

## 7. Who we share your personal information with and why

We will share your personal information to some other organisations for specific reasons, as explained below:

- If you have chosen to continue your studies at Rose Bruford College, we will share your name and funding details with Rose Bruford College to enable them to register you and to determine the tuition fee you will need to pay.

We will not disclose your information to any other organisation other than as listed except where required to do so as part of our functions or by law.

## 8. How long we hold your personal information

We are only able to retain a copy of your personal information as long as it is still needed for the purpose(s) for which it was collected.

- Your personal information will be kept by the OfS as long as necessary to facilitate the transfer of your studies ALRA to Rose Bruford College (or another provider of higher education) and no longer than April 2024.

After that point, your personal information will be confidentially and securely disposed of. If the OfS needs to keep your personal information for longer than the retention period above, we will update this notice explaining the reasons for this.

## 9. Where your personal information will be stored

Your personal information will be stored on servers in the UK and will not be transferred outside that territory unless required by a court order.

## 10. How we protect your personal information

The OfS has a number of security measures in place to protect your personal information, including:

- accredited to the Cyber Essentials PLUS standard for cybersecurity
- all staff are required to undertake training in data protection and information security on joining the OfS
- formal information security policies that must be read and understood by all staff
- personal information is only available to those members of staff who require access as part of their role
- sharing of personal data will take place using secure means.

You can read more information on our approach to information security on our website: [www.officeforstudents.org.uk/ofs-privacy/information-security/](http://www.officeforstudents.org.uk/ofs-privacy/information-security/).

## 11. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to request:

- a copy of your personal information
- inaccurate personal information held about you is corrected
- your personal information to be deleted
- processing of your personal information is restricted
- a copy of your information in a format that allows easy transfer ('data portability')
- that you are not subject to automated decision making or profiling (if these take place).

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. Further information can be found about these rights and our processes for handling such requests at: [www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/](http://www.officeforstudents.org.uk/privacy/individual-rights-under-the-general-data-protection-regulation/).

## 12. Use of cookies on the OfS website

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to complete statistical reports on website activity. For further information about our cookies visit: [www.officeforstudents.org.uk/cookies/](http://www.officeforstudents.org.uk/cookies/) or for further general information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## 13. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled by the OfS, please contact us via our Data Protection Officer (details in section two) and we will try to resolve your issue informally.

If you remain dissatisfied, you can complain to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

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

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

## **14. Changes to this notice**

We keep our privacy notices under regular review and we will inform you of any changes to this notice by placing an update on our website.

This privacy notice was last updated on 12 May 2022.