Factory of creativity CIO
Hope Mill Theatre
113 Pollard Street
Manchester
M4 7JA
1183251

STUDENT PRIVACY NOTICE

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Policy owner:	HMTA Head of Programme
Lead contact:	HMTA Head of Programme
Audience:	Applicants/Students/Staff for HMTA
Approving body:	Board of Trustees
Date approved:	August 2026
Policy implementation date:	August 2026
Supersedes:	N/A
Previous approved version	N/A
Review cycle:	Annually
Next review due date:	August 2027
Related Statutes, Ordinances, General Regulations	
Related Polies, Procedures and Guidance:	
UK Quality Code Reference:	
OfS Conditions Reference	
Equality & Diversity Considerations:	Policy should be available in accessible format for all students
Further Information:	

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INFORMATION YOU NEED TO KNOW

Hope Mill Theatre Arts (HMTA) needs to obtain and process a range of information about its students in order to exercise its responsibilities and fulfil its education, training and support obligations to you and to carry out other essential School activities.

The NSCD Privacy Officer advises HMTA on how to comply with the data protection legislation and manages and coordinates requests made under GDPR.

Email: Dataprotection@nscd.ac.uk

Privacy Officer
Northern School of Contemporary Dance
98 Chapeltown Road
Leeds
LS7 4BH

If you believe we are not applying the law appropriately, in the first instance please direct your complaint to the Head of Programme enquiries@hopemilltheatrearts.co.uk.

If you are not satisfied with the outcome, you can direct your complaint to the Information Commissioners Office at https://ico.org.uk/make-a-complaint/

HMTA takes your privacy very seriously. This privacy notice explains how we use your personal information and your rights regarding that information. We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

This notice was last updated 21st August 2026.

WHAT INFORMATION ARE WE COLLECTING?

We collect a range of information about you – for recruitment, enrolment and admissions purposes, to deliver and administer your higher education and to support you through your student learning journey with us.

We will hold your application, your funding arrangements, details of your programme of study and your academic achievement.

As you progress through your course, we will collect attendance, assessment and achievement /graduation information about you and later, your destination and progression decisions.

Personal Data may also contain ‘Special Category Data’, which means any personal data about your racial or ethnic origin, religious or philosophical beliefs, health, sexual orientation, or your biometric data.

When you engage with HMTA student services, we will collect details necessary to provide that service to you e.g. for advice and wellbeing support, pastoral services, and bodywork support. Sometimes the information we seek will purely act as a baseline or starting point to monitor future support actions e.g. weight and height. Where this is the case we have strict protocols in place to ensure only the right people can access this information.

We will also collect information so that we can comply with our health and safety and management duties as well as for research, statistical and archival purposes.

Due to the nature of our courses, we will also collect information in other formats including audio and visual recordings in a variety of contexts (including classes, performances, presentations, lectures and other learning activities), images, photographs and showreels etc.

In all cases, we will hold your name, contact details, date of birth, nationality and immigration status, contact details and emergency contact details.

At registration, we may capture a photograph of yourself, so that we can create your Student ID card. Your photograph will also be used as your profile picture associated with your student account to help staff to be able to easily identify you. You can change or remove the photo at any time.

Your student email account is the primary way you will be contacted by HMTA. The School will use this email account to send you emails about important academic information or information/advice that we feel may be of benefit to your studies.

This list is not exhaustive and you will be given specific information when using a particular service e.g. using counselling services or where we need to tell you about something that is not already covered elsewhere.

Please do not hesitate to ask us about any specific circumstances where your data has been collected.

WHY ARE WE COLLECTING YOUR DATA AND WHAT IS THE LEGAL BASIS FOR THIS?

We need to collect personal data from you for several reasons. For example, to keep formal and accurate records, to provide support and guidance, to monitor your attendance and academic progress and to provide appropriate learning and teaching support.

We hold financial, sponsorship and fees data so that we can invoice you correctly and record payments.

We collect information about your health, disability and learner support needs so that we can properly support you during your time at the School.

We also need to collect data so that we can run the business and activities of the School and in order to fulfil our legal obligations.

As you graduate, we will ask you to confirm your contact details as a new alumni, and seek your consent to use your data to keep in touch with you after graduation and for alumni relations.

At all times we will do so in compliance with the principles of the General Data Protection Regulation (GDPR) and for one of the legal bases set out in Article 6 of the Regulation.

In some cases, we will use your personal data because it is necessary to fulfil our contract with you or where we have a legal obligation to so do.

In other cases, we will use your data to perform the tasks we carry out in the public interest such as the provision of higher education and research.

Sometimes we will use your data on the basis of our legitimate interests. Where we do this we will only do so because we believe our interests are not overridden by any harm to your data protection rights.

In other cases we may feel it is appropriate to only use your personal data with your full consent. Where we do this you will be given full details of what you are consenting to and how you can withdraw that consent.

WHO HAS ACCESS TO THIS DATA?

Your personal data will only be processed by relevant NSCD/HMTA staff where the data is necessary for them to undertake their designated role.

Examples of relevant staff may include:

- The leadership team for reporting and monitoring purposes
- Your Academic Tutors
- Academic Registry staff and Administrators in your faculty
- Student Finance
- Student Advice and Wellbeing
- Admissions
- Student Governance and legal compliance
- Alumni Services and other teams such as NSCD/HMTA/HMT Marketing that you engage with
- IT Services
- Security

We may also be required to share your information with some external parties.

Examples of external parties include:

- Local Authorities (e.g. council tax and other benefit purposes, including fraudulent claims)
- Relevant government departments and other public bodies to which the School has a statutory obligation to release information including the Student Loans Company, The

Office for Students (OfS), the Quality Assurance Agency (QAA), the Education and Skills Funding Agency (ESFA) and/or other equivalent bodies from other countries
- The Higher Education Statistics Agency (HESA). Details on how HESA processes your personal data are set out in the **HESA Student Data Collection Notice**
- Police and other law enforcement agencies when they make a request for the purposes of detecting or preventing crime or the apprehension and prosecution of offenders
- Providers of software we use or organisers of events for a strict purpose
- Providers of our managed print services
- External examiners and assessors

We will not share your data with parents without your consent other than in very serious emergency circumstances. All necessary information will be issued to you, the student, directly. It is then your responsibility to pass relevant information onto your parents or sponsors.

In some particular cases, the School may ask you to sign an agreement to seek your permission to provide information directly to a sponsor, e.g. an employer. In this event you are giving your permission for the School to provide this information directly to the sponsor.

Student email addresses are published in the School's Outlook Address Book. This is for internal access only. You should not pass on anybody's email address without their express permission.

HOW DOES THE SCHOOL PROTECT YOUR DATA?

The School takes data protection very seriously. The information we collect is stored safely and securely and processed in accordance with GDPR.

Your personal data will be handled in line with the School's Data Protection and Information Security Policies.

FOR HOW LONG DOES THE SCHOOL KEEP YOUR DATA?

Your personal data will only be kept for as long as is necessary.

Our **Records Retention Schedule** contains details of each types of record held across the organisation, who has responsibility for them and how long they should be held for.

YOUR RIGHTS

As a data subject, you have a number of rights. You have the:

Right to be informed
Individuals have the right to be informed about the collection and use of their personal data.

Right of access
Individuals have the right to access and receive a copy of their personal data, and other supplementary information.

Right to rectification
The UK GDPR includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete.

Right to erasure
The UK GDPR introduces a right for individuals to have personal data erased.

Right to restrict processing
Individuals have the right to request the restriction or suppression of their personal data.

Right to data portability
The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.

Right to object
The UK GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.

Rights related to automated decision making including profiling
The UK GDPR has provisions on automated individual decision-making (making a decision solely by automated means without any human involvement); and
profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

If you would like to exercise any of these rights, please contact the Privacy Officer.

WHAT IF YOU DO NOT PROVIDE DATA?

We do require certain information from you to enable us to provide you with an education. You will engage with some of our teams on an optional basis, such as Student Advice and Wellbeing and Alumni Services. These teams will only be able to assist you or keep you informed if you choose to provide your information to them.

TRANSFERS OF DATA OUTSIDE THE UK

Generally, we do not send your personal data outside the UK. However, in some specific cases we may transfer the personal data we collect to countries outside the UK in order to perform our contract with you/ a contract with another organisation that requires your personal data i.e. a collaboration agreement with a School based outside of the UK as part of our study abroad programme.. Where we do this, we will ensure that your personal information is protected by way of an ‘adequacy regulation’ with the UK or by putting alternative appropriate measures in place to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the UK laws on data protection. For example, model contractual clauses, data sharing/data processing agreements and binding corporate rules (where applicable).

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AUTOMATED DECISION MAKING

We will not make any decisions about you automatically using a computer, based on your personal data. All decisions affecting you will be taken by a human being.