



This Fair Processing Notice explains the data processing practices of the Architectural Association School of Architecture (AA) and covers our use of student personal data, including prospective students, applicants, current and former students, as well as alumni.

The Architectural Association is a data controller and is registered with the Information Commissioner's Office (ICO: <https://ico.org.uk/>) as required under the Data Protection Act 1998¹. The AA School will only process your personal data in accordance with current Data Protection legislation. The school has a designated Data Protection Officer who is the AA's main contact for the ICO.

If you have any requests concerning your personal information or any queries with regard to this policy please email the Data Protection Officer at dataprotection@aschool.ac.uk.

Here are some of the ways we will use your personal data; this is not exhaustive, but is intended to provide you with an idea of our data processing practices throughout your studies.

HOW WILL YOUR DATA BE PROCESSED

The AA collects, holds, and processes personal data relating to prospective, current and past students; this is an essential part of its operational activities. Data held by the AA is mainly taken from the details you have provided upon application and registration to study.

Additional data is added throughout your studies to track your academic history and may include sensitive data. We will for example create some data internally when we assign you a member ID, login details or determine examination results.

To manage its operations effectively, provide services to you and meet certain legal requirements, the school will process and maintain your personal data indefinitely when you become a registered student. Incomplete or failed applicant data will be held for 2 years to inform re-application to the school.

Here is a list of circumstances when your data will be put into the public domain as part of the AA's activities; you have a right to withdraw your consent for the following:

- Graduation programmes and videos or other multimedia versions of awards ceremonies;
- Information in the Prospectus (including photographs), annual reports, newsletters, etc.
- Information on the AA's website (including photographs and filming of online lectures).

Sensitive data

The AA may process some sensitive personal data about you, such as details about your health in order to provide care, and information concerning ethnicity, gender and disability for planning and monitoring purposes.

¹ <http://www.legislation.gov.uk/ukpga/1998/29/contents>

MONITORING

The AA monitors your engagement with your course including attendance and use of AA facilities (Wi-Fi, card use) to assist in the provision of pastoral care, compliance with its sponsor duties (UKVI) and meeting professional statutory regulatory body requirements.

SHARING YOUR DATA WITH THIRD PARTIES

Personal data will NOT be disclosed to third parties for direct marketing purposes. Your information will not be sent outside the EEA unless we have your explicit consent. No decisions will be made only by automatic means using your personal information.

As you progress through the school, we will however have to disclose some personal details to a limited number of third parties to meet its legal obligations and in order to provide services.

AA Membership

All AA students become members of the association for the duration of their studies. Please see the Members Fair Processing Notice for more details.

UKVI

The AA is legally required to disclose your personal data with the Home Office (UKVI) including whether you have registered with the school, attendance information and other conditions dependent on your current visa.

Student Loan Company (SLC)

We will disclose limited information in connection with your academic progress to sponsors, loan organisations and Scholarship schemes to enable such organisations to establish eligibility for the sponsorship/loan/award.

Unit trips and visiting schools

Where students partake in unit trips, visiting schools, joint/double degrees we will release personal data to these institutions or related organisations as required to facilitate your studies.

Turnitin

The school makes use of the Turnitin® UK system for the purposes of enabling assessors to check students' work for improper citation and potential plagiarism. The system creates a textual similarity review by comparing students' work against a variety of sources. Students are therefore required to provide a limited amount of personal data, for instance name, email address and course details and submissions, to Turnitin® when using the service. On request, we may share anonymised assignments with other educational institutions in order to meet those purposes. Copyright of your submitted assignments remains with you as the student author.

The AA is responsible for ensuring that the transfer and security of the data shared with Turnitin® is fully compliant with UK Data Protection legislation.

Prevent duty

The AA is legally required to comply with its [Prevent Duty](#). Any personal data shared with an external party (Local Prevent Adviser) will be done in compliance with current data protection legislation including applying relevant exemptions depending on circumstances.

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Alumni data

At the end of your studies, we will share information about your award to those who have a legitimate interest (i.e. RIBA/ARB), without further recourse to you. Lists of graduating students may be published on our website and future AA publications. We will contact you regarding events, and AA related fundraising initiative ([Development fair processing notice](#)). You may at any time contact the membership and alumni office to be removed from mailing lists.

Higher Education Statistics Agency (HESA)

Your personal data will be provided to HE funding councils, government bodies and HESA. Further details about the data shared with HESA can be found in the HESA-Student collection notice on the HESA website: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

National Student Survey

The school is required to pass data about its final year undergraduates to the Higher Education Funding Council for England (HEFCE), or their agent, in order for them to carry out the National Student Survey. This survey gives final year students the chance to give feedback on their experiences

YOUR RIGHTS AND RESPONSIBILITIES

You have the following rights under Data Protection law:

- The right to be informed
- 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 decision making and profiling.

You also have the right to complain to the Supervisory Authority (ICO at <https://ico.org.uk/>) about our data processing activities.

Please note it is your responsibility to inform the Architectural Association of any change to your personal details. Please contact your coordinator as soon as possible (Undergraduate school: rachel.sim@aschool.ac.uk or Graduate school: clement@aschool.ac.uk).

Access your data

You have certain rights in relation to your personal data held by the AA including the right to access a copy of your personal data (commonly referred to as a 'subject access request'). If you wish to obtain a copy of your personal data, please submit your request to the Data Protection Officer in writing to the address given below:

Data Protection Officer:

dataprotection@aschool.ac.uk