



School Data Protection Fair Processing Notice

This privacy statement explains the data processing practices of the Architectural Association School of Architecture (AA) and covers our use of student personal data, including prospective students and applicants, current students and alumni. If you have any requests concerning your personal information or any queries with regard to this policy please email the Data Protection Officer: Simine Marine (dataprotection@aa.school.ac.uk).

The Architectural Association is a data controller and is registered with the Information Commissioner's Office (<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. 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 the things that we may need to do throughout your studies.

How and what personal data is collected

We will collect data directly from you therefore you are consenting to us processing your data. Please refer to fair processing notices at points of collection.

Some points of collection include:

- When requesting information from the AA the website (www.aaschool.ac.uk);
- Online application forms;
- Registration to study.

The data collected includes details such as your name, address, date of birth, programme studied and fee payments. We will also create some data internally for example when we assign you a member ID, login details or determine examination results.

It is the AA's policy to make public some items that include personal data: These personal data may include:

- Membership directory;
- 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).

How we use your personal data

Personal data will NOT be disclosed to third parties for direct marketing purposes. The school will however have to disclose some personal details as part of its procedures to comply with bodies such as the UKVI and the Quality Assurance Agency for Higher Education and Student Loan Company. We will share your details via the Higher Education Statistics Agency including some sensitive data (to read the full HESA student data collection notice please visit: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>). 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.

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

Applicant data and administration of student records

The AA collects personal data in order to contact prospective students and to process applications. A successful applicant's personal data will then be passed to departments within the AA in order to:

- Manage your studies;
- provide student support services (e.g. IT, Library and workshop facilities);

Any sensitive data collected such as ethnicity is held anonymously and only used for statistical purposes. Any other sensitive data such as medical history is held securely with limited access by staff.

Membership

All AA students become members of the association for the duration of their studies. Please see the Members privacy policy for more details.

Cookies/IP addresses

Please note we use cookies and collect information about the Internet Protocol (IP) addresses of your device used to access the site which helps us monitor the level of activity and the service we provide.

For information about cookies used on our website, please see:

<http://www.aaschool.ac.uk/downloads/AACookiePolicy2012v1.pdf>

Use of CCTV

For reasons of personal security and to protect premises and the property of staff and students, close circuit television cameras are in operation in certain key locations. The presence of these cameras may not be obvious. This policy determines that personal data obtained during monitoring will be processed as follows:

- the recordings will be accessed only by the Security team and Head of Facilities.
- personal data obtained during monitoring will be destroyed as soon as possible after any investigation is complete;
- staff involved in monitoring will maintain confidentiality in respect of personal data.

Your rights and responsibilities

Please note it is your responsibility to inform the Architectural Association of any change to your personal details. Please contact your school coordinator (undergradcoord@aschool.ac.uk or gradcoord@aschool.ac.uk).

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'). Please note that a £10 charge applies for this access. If you wish to obtain a copy of your personal data, please submit your request, together with the Fee, to the Data Protection Officer in writing to the address given below:

Data Protection Officer: Simine Marine

dataprotection@aschool.ac.uk