

## LFA Students (Under 18) Privacy Policy/Notice

### 1. Introduction

This Privacy Policy explains the basis on which London Film Academy (“LFA”, “we”, “our”, “us”) will collect and process personal information from its current students aged under eighteen (18). (“you/your”). By enrolling as a student with LFA you and your legal guardian (if applicable) are accepting and agreeing to the practices set out in this policy.

### 2. Scope of Policy

This policy applies to students aged under 18 enrolled on all LFA courses (Young Filmmakers’ Academy & BFI Film Academy). For students over 18, please consult the separate privacy policy, LFA Students Privacy Policy. Further details around LFA’s approach to working with young people can be found in our Child Protection Policy.

### 3. Data we hold about you

The only personal data that we hold about you is personal data that you have provided to us or that relates directly to your application to enrol as a student.

For detailed information about the form of data submitted pertaining to each course, please consult the LFA Admissions Handbook and/or course outlines. For courses pertaining to participants aged under 18, we would look to request some or all of the following information:

- Participant’s name, date of birth, contact information (including email address, mobile and phone number, Skype user ID, home address, residence address, correspondence address, next of kin contact details and address, emergency contact details, nationality, country of birth, country of permanent residence, UK immigration history and requirements, criminal convictions.
- Course applied for, start date and admission decisions as well as information on how you intend to pay your fees
- Personal statement and examples of your previous work; details about proficiency in English, education history, including predicted and actual results and qualifications awarded.
- CV or resume
- Data about you heard about LFA.
- Coursework, assessment forms, grades, module results and course outcomes.
- Other information related to your studies, including film credits and photographs
- Information provided on equipment book-out sheets & risk assessments.
- Details of medical conditions that may impact ability to participate on the course.
- Personal data to enable equal opportunities monitoring. LFA is committed to creating and maintaining a diverse, positive and supportive environment for its students. In order to monitor this, we collect equal opportunities monitoring information at the point of application. This includes your gender, gender ID, sexual orientation, ethnicity, disability, religion or similar beliefs. Any such information will stay confidential and is kept separate from the application. It is not taken into account when considering candidates for a place at London Film Academy.

In addition, LFA will typically record contact information of the parent or guardian of the young person involved.

### 4. Why we process your data

#### 4.1. What do we use your personal data for?

For all courses involving students under the age of 18, LFA will seek consent from a parent or guardian who will agree to the terms and conditions prior to enrollment. By doing this, they consent for LFA to utilise details of the parent and student for a variety of reasons that may be outlined as follows:

- To administer your record from recruitment, to application, enrolment, assessment and graduation;
- To support the provision of teaching and learning, assessment, monitoring and managing academic progress and academic misconduct, recording and monitoring attendance, recording and confirming of grades and awards;
- To assure, maintain and enhance academic standards;
- To provide optimum IT resources, including student log-ins to our Virtual Learning Environment; and access to other systems to ensure engage with and complete your studies;
- To manage queries, complaints, appeals, allegations of misconduct, grievances and disciplinary actions;



- To ensure safety and wellbeing of all students.

We may also use this data to promote information on LFA courses or events. We may also collate this information for reporting and evaluation purposes.

## **5. People with whom we share your information**

### **5.1. Who has access to your data and how is it shared?**

Access to your data is generally limited to LFA employees and only for the purposes outlined in section 4.

**5.2.** LFA does not sell your data to third parties. LFA may share your contact details with other students and tutors while you are a student on a course. LFA retains the copyright to work (films or scripts) produced while on the course. As such LFA may share your details through entries to film festivals or competitions.

## **6. Legal basis of processing**

The legal grounds on which we process your personal data are as follows:

- Where the processing is necessary for us to perform a contract that you are party to, or to take steps at your request prior to entering a contract, that is the ground on which we are processing that data;
- Where the processing is necessary for compliance with a legal obligation to which we are subject, that is the ground on which we are processing that data;
- Where processing is necessary for the purposes of our legitimate interests, that is the ground on which we are processing that data, provided that your fundamental rights and freedoms which require protection of your data override those legitimate interests (our legitimate interests comprise furthering the aims and objectives of LFA);
- If you have given your consent to our processing the data, that is the basis on which we are processing that data.

If more than one of the above grounds apply to the processing of data in question, the applicable ground will be the one that is set out first above.

Where the basis on which we process data is that you have consented to the processing, you are entitled to withdraw that consent at any time.

## **7. Means of Storing Data**

Data about students as per section 2 of this policy is stored within our internal LFA database. Access to this platform is secure and restricted to LFA staff. This database is provided and hosted by a third-party provider who will publish their own privacy policies. LFA is committed to reviewing privacy and data protection policies of providers of third-party systems on a regular basis.

## **8. How long we will keep your data**

While you are on the course, we will retain and continue to process any of the data you provide. After graduating from your course, your details are subject to our data retention policies which can be accessed via our LFA website.

## **9. Methods of Communication**

Our communications are normally by email and most communications are only sent out via email. If, however, you have provided your phone number (mobile or landline), we may also contact you by phone. If you have provided an address, we may also contact you by post. If you use public social media profiles and have provided the details, we may also contact you via social media. By submitting an application, you give your consent for us to contact you. You can opt out of all communications via emailing [marketing@londonfilmacademy.com](mailto:marketing@londonfilmacademy.com).

## **10. Updating Your Data**

It is important to us that we always hold the most-up-date information about you. To update your data that we hold, email [marketing@londonfilmacademy.com](mailto:marketing@londonfilmacademy.com).

## **11. Your Rights**

You have various rights under Data Protection legislation. These include:

- The right to ask us not to process your personal data for direct marketing purposes, even if you have given consent;



- If our processing is based on your consent, the right to withdraw any consent you may have given for our processing of your data – if you exercise this right, we will be required to stop such processing if consent is the sole lawful ground on which we are processing that data;
- The right to ask us for access to the data we hold about you;
- The right to ask us to rectify any data that we hold about you that is inaccurate or incomplete;
- The right to ask us to delete your data in certain circumstances;
- The right to ask us to restrict our processing of your data in certain circumstances;
- The right to object to our processing of your data in certain circumstances;
- In certain circumstances, the right to require us to give you the data we hold about you in a structured, commonly used and machine-readable format so that you can provide the data to another data controller.

You can exercise any of the rights set out above, free of charge, by using any applicable methods set out in our communications with you, or by contacting us by emailing [marketing@londonfilmacademy.com](mailto:marketing@londonfilmacademy.com). In respect of most of the rights referred to above, your right may be qualified by Data Protection legislation, for example where our processing of data is for the purposes of the establishment, exercise or defence of legal claims. We may therefore not be able or required to fulfil your request, but we will discuss this with you following your request if necessary. Also, we may need more information from you, which we will ask you for following your request. We may ask you to provide further information in order to confirm your identity. Please also note that if you submit unfounded or excessive (for example repetitive) requests to exercise any of these rights, we reserve the right to make a reasonable charge for providing the requested information or taking the requested action, or to decline your request.

## 12. Complaints

You also have the right to lodge a complaint with the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)) if you are concerned that we are not respecting your rights under Data Protection legislation. The Information Commissioner's Office is the authority in the UK which is responsible for overseeing the application of, and enforcing, Data Protection legislation.

## 13. Changes to our Privacy Policies

Our privacy policies are reviewed regularly, usually on an annual basis. Updates will be posted on the LFA website. If we ever make significant changes to the way we process your personal data, we will either clearly highlight this on our website or write to you directly.

## 14. Version Update

Version Authored October 2018 by Vice Principal. Moderated by Joint Principal

## 15. Controller's Contact Details

Any enquiries about this policy can be directed to:

Simon Flynn, Vice Principal  
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52a Walham Grove  
London SW6 1QR  
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