

Guildhall School of Music & Drama Research Participants Privacy Policy



This policy is of relevance to all participants in Guildhall School of Music & Drama's research projects.

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Approved by	Head of Knowledge Exchange and Senior Research Manager
Written by	Research Coordinator
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The Guildhall School is a department of the City of London Corporation ("the City of London"). This specific privacy notice covers activities relating to research projects and participants and is a part of the School's overarching privacy notice found at www.gsmd.ac.uk/privacy.

The Guildhall School (we) are committed to upholding your privacy and taking care with the personal information that you may give to us. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations (or GDPR for short).

Due to GDPR coming into effect, we are publishing a Research Participants privacy policy that relates specifically to individuals that the Guildhall School's research department undertakes research activity with. This Notice complies with requirements under the Data Protection Act 1998, the Privacy and Electronic Communications Regulations 2003 (PECR), and GDPR. The Guildhall School is a department of the City of London (The City of London Corporation, PO Box 270, Guildhall, London EC2P 2EJ), who is the data controller for the School. The City of London's privacy notice can be found at www.cityoflondon.gov.uk/privacy.

This Notice explains how the Guildhall School of Music & Drama will collect and use your personal data for research purposes.

Why do we need your data and how do we obtain your personal information?

Research at the Guildhall School explores fundamental questions about the creative arts. It embraces a wide range of disciplines within music and drama including composition, performance, pedagogy, institution studies, historical musicology, music and literature studies, cultural history, electronic music, creative writing and music therapy. Certain research projects may recruit participants.

Each research project is different, so when participating in a research project at the Guildhall School of Music & Drama you will be provided with specific information about the project, and what your data will be used for.

What information do we hold?

The personal data held and processed by the Research Department will differ depending on the requirements of the research project that you are participating in. When participating in a project, you will be provided with written information that will explain the data that will be collected for the project. When visiting the Guildhall School of Music & Drama, we may collect photography and video recordings, including CCTV.

Legal basis and legitimate interests

The law requires us to tell you the legal basis on which we process your data. For each research project, you will be required to give your written consent to participation, which is the legal basis on which we will hold your information.

How do we keep your information safe?

The Guildhall School commits to holding your data securely and treating it with sensitivity.

All personal data that we hold is stored in a secure folder with appropriate security measures in place. When participating in a research project, you will be provided with further details on the uses of your personal data, including security, anonymisation, and disposal of data.

Do we share your data?

The Guildhall School will never pass information to third parties except in the following cases outlined below. Under these circumstances, we always make sure that appropriate controls are in place regarding how your data is handled and will ensure they never use the data for non-Guildhall School of Music & Drama purposes. We will never sell your information to a third party.

Why we would disclose your data:

- We may need to disclose your information if required to by law
- Your data may be shared with researchers from other institutions working on the research project. You will have been provided with information about the research project that you are participating in, which will inform you of any research parties involved in the project that will have access to your data.
- To external service providers such as data processors/agents on our behalf. This may include email services to send emails and newsletters about the project. A contract is always in place with a data processor to ensure they only use your data for the purpose we have requested.

How long do we keep your data?

Retention requirements for each research project may vary. Usually a retention period of 7 years beyond the life of the project will apply, but prior to your participation you will be informed of the retention schedule for the research project that you will participate in.

Contact Information

Any significant changes to this Policy or to the way we treat your data will be communicated via the website or by contacting you directly.

If there is anything you are unclear about, please contact the Research Office. We will be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data. You can contact us via email at the following address:

research@gsmd.ac.uk

If you have concerns about data held elsewhere in the school, please visit our website:

www.cityoflondon.gov.uk/privacy