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**Bristol School of Acting**

# **Data Protection and Sharing Data Policy**

**Adopted August 2022**

**Updated 14 January 2026**

**Review Date: 1 year**

Bristol School of Acting (BSA) is required to process relevant personal data regarding students and staff as part of its operation and shall endeavour to ensure that all personal data is processed in compliance with the provisions of the Data Protection Act 2018 (GDPR).

## **Data protection information for students**

BSA is governed by the Data Protection Act (2018) as the "data controller" of your personal data. This means that we undertake to use the data fairly and lawfully and to respect your rights as a "data subject". The information collected on the registration form is to allow us to administer your course, contact you, produce management information statistics and information to funding bodies, and satisfy legal responsibilities to monitor our equal opportunities policies. Legally, you can refuse to provide the information, but in most cases this would make it impossible to continue as a student.

## **Sensitive data**

Some of the questions on the Registration form relate to information legally defined as "sensitive" – for example about ethnicity and disability. We collect this because we are required, under the law, to monitor whether our equal opportunities policies are working satisfactorily and because we cannot give disabled students the support they need if we do not know about the disability. The Registration form allows you to refuse to provide this information but it is helpful (to you as well as us) if you give it.

## **Who will be able to see your data?**

We hold the data securely, in electronic form, and the number of people who can access it is carefully limited. We are required to provide information about students to some external agencies including the Higher Education Statistics Agency (see below) and the Student Loans Company, if you apply for a loan. In certain circumstances we would be required to release information required as part of a criminal investigation.

BSA is also subject to the Freedom of Information Act 2000. All requests for information will take account of our obligations under that Act as well as obligations to protect the personal privacy of students and to comply with the Data Protection Act.

BSA's full Privacy Policy is published on our website.

## **The Higher Education Statistics Agency**

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). HESA will use the information mainly to produce statistics. Although the statistics are anonymous, the information has to be recorded on an individual basis in order to relate progression and achievement to categories of student – for example by age, gender or region. HESA makes some of the information available to a small number of other organizations that need it to carry out their statutory functions connected with funding higher education, such as the Office for Students (OfS).

HESA may also produce statistics which are released to other approved users, including academic researchers and commercial organisations. Your contact details are not sent to HESA and none of the organisations which use the statistics can identify you or contact you.

Towards the end of your studies, we will pass your contact details to the organisation that has been contracted to carry out the National Student Survey. That organisation will use your details only for that purpose and will then delete them.

You will also be contacted about a year after you graduate to ask you to complete the Graduate Outcomes Survey. The Graduate Outcomes survey is the biggest UK annual social survey and captures the perspectives and current status of recent graduates.

All graduates who completed a higher education course in the UK after August 2017 will be asked to take part in the survey 15 months after they finish their studies. The survey aims to help current and future students gain an insight into career destinations and development. You will be contacted by HESA Graduate Outcomes with BSA's name in the email address inviting you to complete the survey online.

Under the Data Protection Act 2018, you have the right to a copy of the information HESA holds about you. You may have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA.

HESA  
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If you have questions about how your data is used by BSA, please contact [hello@bristolschoolofacting.com](mailto:hello@bristolschoolofacting.com)