



School Data Protection Fair Processing Notice

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.

The AA School will only process your personal data in accordance with the UK Data Protection Act 2018 and the UK GDPR. The school has a designated Data Protection Manager, being the Company Secretary, 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 Notice please email dataprotection@aschool.ac.uk.

This notice sets out how student and applicant data will be processed from application through to completion of studies and graduation.

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 in line with our Data Retention Policy. 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 and other AA publications
- Information on the AA's website (including photographs and filming of online lectures)

Special categories of data

The AA may process some special categories of personal data about you, such as details about your health in order to provide care, and information concerning ethnicity, gender and disability with your explicit consent or if required to for statutory purposes.

MONITORING

The AA monitors your engagement with the course including your 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.



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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. Any personal data obtained during monitoring is processed in line with our CCTV Policy which is available on the intranet.

SHARING YOUR DATA WITH THIRD PARTIES

Personal data will NOT be disclosed to third parties for direct marketing purposes. No decisions will be made only by automatic means using your personal information.

Your information will not be sent to a third country outside the UK or EEA unless we have your explicit consent. As you progress through the school, we will however have to disclose some personal details to a limited number of third parties to meet our legal obligations for example:

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, year of study, confirmation of enrolment and attendance to the SLC.

Online Payment Platform and AA's Banking provider

In order to facilitate the payment of fees or such other monies due to the AA by students, the AA has to share your personal data with the online payment platform (currently www.convera.com) and on occasions, such as when making a refund, your personal data may need to be provided to the AA's bank.

Unit trips and Visiting Schools

Where students partake in unit trips, visiting schools and semester abroad programmes we will release personal data to the institution or organisations facilitating the trip or visiting school.

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.



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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 Policy](#). 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.

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 other membership benefits. You may at any time contact the membership and alumni office to be removed from mailing lists. See the members fair processing notice.

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](#).

National Student Survey

The school is required to pass data about its final year undergraduates to the Office for Students (OfS), 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

Data Processors

The AA uses data processors to support a range of business functions or operations, for example Microsoft 365 and Adobe.

When engaging with data processors, the AA is obliged to ensure that there are appropriate contractual, technical and organisational measures in place to ensure data is kept secure and in line with data protection regulations. For further information on data processors in use by the AA, please contact dataprotection@aschool.ac.uk.

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.



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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 undergraduatecoord@aschool.ac.uk and postgraduateadmissions@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 dataprotection@aschool.ac.uk

Revision 18 October 2023