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# Privacy Notice for Young Artists' Summer Programme



9 April 2026

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## Introduction

- This Privacy Notice applies to Bath Spa University's Young Artists' Summer Programme (YASP) participants. Bath Spa University (the **University**) is a public university which has its main campus at Newton Park, Newton St Loe, Bath, BA2 9BN.
- We are committed to safeguarding the privacy of our Young Artists' Summer Programme participants; this Notice sets out how we will treat your personal information when you complete and submit the online consent forms. We are the data controller which means we are responsible for deciding how we collect and use your personal information.
- The University processes personal data for the Young Artists' Summer Programme. The University is the sole controller for any YASP information it accesses to run the programme, and it is also the sole controller for information it collects directly (e.g. JISC surveys, safeguarding notes, photography).

Please see the [policy section of our website](#) to access our full Data Protection Policy and our further privacy notices (including privacy information for our website users).

## What data do we hold?

- We collect and process personal information from you for the purposes of safely participating in the Young Artists' Summer Programme at Bath Spa University. This includes:

### If you are a participant:

- Your name
- Your date of birth
- Your contact details
- Your emergency contact details
- Medical information, dietary information and access needs

We also collect equal opportunities information (such as gender, ethnicity and postcode) for evaluation and reporting. This data is accessed only in aggregated and anonymised form and is not used to make decisions about individual applicants.

### If you are a parent or guardian

- Your name

- Your contact details
- We also receive personal information indirectly, from the following sources in the following scenarios:
  - Health and safety data from a facilitator should anything happen during one of the sessions
  - Safeguarding concerns
  - Attendance records from facilitators

### How we collect your information

Information is obtained via the following:

- When you apply to the YASP via JISC Online Surveys, including dietary needs, medical information, access needs and media consent
- The University when it records safeguarding concerns, accident or illness reports or feedback raised during workshops
- Information received from schools or emergency services when needed to protect a participant's safety

### Why do we process your personal data, and what is the legal basis for that processing?

- The legal bases we are relying on for collecting and processing the information for each of the purposes are as follows:

PURPOSE OF COLLECTING INFORMATION	LEGAL BASIS FOR PROCESSING INFORMATION
<p>To ensure your safety and the safety of others while attending the Young Artists' Summer Programme at the University premises.</p> <p>This includes collecting information needed to run sessions safely, conduct risk assessments, take into account any medical conditions or access needs, and ensure we can contact a parent or guardian in an emergency.</p>	<p><b>Public Task</b> - the University delivers the Young Artists' Summer Programme as part of its Access and Participation Plan and in the exercise of its public functions.</p> <p><b>Legal obligation</b> - where we must process information to meet our safeguarding, health and safety or insurance reporting duties.</p> <p><b>Vital Interests</b> – where we must use information to protect someone's life (for example, in a medical emergency).</p>
<p>To collect information for evaluation purposes. This helps the University meet regulatory requirements set by the Office for Students relating to widening access and promoting equality of</p>	<p><b>Public Task</b> - the University must evaluate its widening participation activities as part of its Access and Participation Plan, which is regulated by the Office for Students. Collecting this</p>

<p>opportunity. Evaluation information is aggregated anonymously for reporting.</p>	<p>information helps us meet these public responsibilities.</p> <p>The programme forms part of Bath Spa University's public interest functions in widening participation and promoting equality of opportunity under the Higher Education and Research Act 2017 and the Access and Participation Plan.</p>
<p>To collect and use special category personal data such as medical information, dietary needs or access requirements so we can make reasonable adjustments, support participants' wellbeing and meet safeguarding requirements.</p>	<p><b>Explicit Consent</b> – required so that the University can make necessary adjustments to support participation. Withdrawal may prevent the individual from taking part.</p> <p><b>Substantial Public Interest (Safeguarding)</b> – where a safeguarding concern is disclosed.</p> <p><b>Vital Interests</b> – in emergency medical situations.</p>
<p>To take and use photographs, video or audio recordings during the programme for reporting, case studies, and promoting widening participation activities delivered by the University. BSU will not include participant names alongside images.</p>	<p><b>Consent</b> – optional and can be withdrawn at any time.</p>

### Who has access to your personal data?

- Your personal data will only be shared internally or to third parties who have been appointed by the University to provide a specific service on behalf of the University in connection with the Young Artists' Summer Programme.
- We will share your personal data with third parties where required by law, where it is necessary to administer the University's relationship with you in connection with the Young Artists' Summer Programme or where we have another legitimate interest in doing so.
- We may also share your personal data with third parties if we have a legal obligation to do so or for the purposes of a regulatory reporting requirement.
- Where required for safeguarding purposes, we may share relevant personal data with the participant's school or education provider.

- We may share your personal data with third party service providers who act on our behalf such as IT services providers and our professional advisers. Where it is necessary to do so, we may need to share your information with them, so that they can carry out the services we have requested.

### **Transfer of Data to Other Countries**

No transfer of data to other countries will be taking place.

### **Information Security and Retention Period**

- Your personal data is collected and stored in line with relevant Data Protection law and is stored securely using processes and systems that comply with the University's strict information security and Data Protection principles.
- We will only keep the information that you provide for as long as is necessary for the purpose for which it is processed and in accordance with relevant legislation. We need to retain data after the programme to complete any follow up evaluation activity and to support planning and marketing for future programmes. We will then dispose of your information by permanently, deleting associated files from the secure SharePoint folder used for the Young Artists' Summer Programme. The following retentions apply:
  - Data collected from JISC is kept for 6 months after the final session and then securely deleted.
  - Information from unsuccessful applicants will be deleted within one month of the application closing date.
  - Photographs and digital assets taken by BSU are kept for up to 18 months, unless consent is withdrawn earlier.
  - Safeguarding, health and safety or insurance documentation may be retained longer where legally required.
  - Parent/guardian phone numbers stored on BSU mobiles will be deleted at the conclusion of the programme or once no longer needed for emergency contact. These numbers are stored only on encrypted, PIN protected BSU mobile devices managed in accordance with University mobile device security policies.

### **Your rights:**

You have various rights in relation to your information, including:

- The right to access the information we hold;
- The right to request rectification or erasure of the information that we hold;
- The right to request that we restrict what we are doing with your information;
- The right to object to what we are doing; and
- The right to request your information in a portable format.

- Please note that some of these rights may not apply to the information that we hold about you, and we may need to collect some form of proof of identity before acting on your request.
- Where we have relied upon your consent to process your information, you also have the right to withdraw your consent at any time.
- Further information about how the University handles personal data can be found in our main [Data Protection Policy](#) and our [Data Subject Access Requests and Rights Procedure](#). If you would like to exercise any of these rights, or have any other questions about this Notice, please contact the University's Information Compliance Team at [data-protection@bathspa.ac.uk](mailto:data-protection@bathspa.ac.uk).

### **Withdrawing Consent**

- Where we rely on consent (for example, for photography or creative work), you may withdraw this at any time by contacting [data-protection@bathspa.ac.uk](mailto:data-protection@bathspa.ac.uk).
- If a photograph or creative work has already been shared publicly and the individual cannot be identified in stored materials, we may not be able to remove all existing copies, but we will stop using it in future. We maintain a secure internal reference system which enables us to identify and delete digital assets if consent is withdrawn.

### **Complaints**

- You can complain directly to the University, and you also have the right to make a complaint to the Information Commission about how we use your information, although we would ask that you get in touch with us first in order that we can try to put things right. How to contact the Information Commission can be found at <https://ico.org.uk/concerns/>.