BIMM UNIVERSITY | A university for the creative industries

metfilm SCHOOL

Student privacy notice

Privacy Notice – Student

This privacy notice is intended for prospective and current students, members of our alumni and anyone who has been listed as an emergency or nominated contact by a student, inclusive of parents, guardians and carers. The privacy notice is inclusive of all subjects, locations and delivery models including full time, short courses, franchised courses and apprenticeships.

If you feel this privacy notice does not apply to you, we have other privacy notices published on our website which can be viewed HERE .

This privacy notice describes how we, collect, use, share and protect your information. In data protection terminology this makes us a Data Controller. To access this privacy notice in an alternative format please contact the privacy team.

Who are we?

BIMM University Limited is a higher education provider which operate under the trading names of BIMM Institute, Screen and Film School, Performers College, Institute for Contemporary Theatre, Northern Ballet School.

Met Film School Limited is a higher education provider which operate under the trading names of Met Film School, Screen and Film School.

Please note the Screen and Film School brand is transitioning from BIMM University Limited to Met Film School Limited effective for students enrolling from the 2024/25 academic year. Students enrolled prior to this date will continue to be taught by BIMM University Limited.

Your course application or enrolment paperwork will state the data controller for whom you have a relationship with. These entities are listed as follows:

Name: BIMM UNIVERSITY LIMITED
Address: 38-42 Brunswick Street West, HOVE, East Sussex, BN3 1EL, United Kingdom
Information Commissioner's Office registration: ZA362716

Name: MET FILM SCHOOL LIMITED
Address: Building A, Ealing Studios, Ealing Green, Ealing, London, W5 5EP, United Kingdom
Information Commissioner's Office registration: Z228019X

Your information will also be shared with our parent company those details are:
Name: BIMM GROUP LIMITED
Address: 38-42 Brunswick Street West, HOVE, East Sussex, BN3 1EL, United Kingdom
Information Commissioner's Office registration: ZB726298

Our main establishment and company registration are in the United Kingdom. We therefore operate in line with the requirements of UK GDPR.
For individuals who are based in the European Union and those who visit our facilities in Berlin and Dublin, you are covered by the territorial scope of the EU GDPR. Where this is the case, in addition to UK GDPR, you can also use any of your rights under EU GDPR including the right to raise a complaint with your local supervisory authority. For any matters arising under the EU GDPR in respect to clause 17 of the European Union standard contractual clauses BIMM shall be governed by the laws of the Republic of Ireland, and in respect to clause 18 BIMM nominates the Data Protection Commission (Ireland) as their choice of forum and jurisdiction.

Throughout this privacy notice a reference to BIMM refers to all entities.

BIMM employ a Data Protection Officer covering all the data controllers listed above. Their details are as follows:
Name: Benjamin Phillips
Email: privacy@bimm.ac.uk
Address: 38-42 Brunswick Street West, HOVE, East Sussex, BN3 1EL, United Kingdom

How we collect your data?

We collect information from you engage with the university. This includes information you provide through UCAS or CAO systems as well as our own application forms and during the enrolment process. We will also collect information through the way you engage with our wellbeing provision and other services provided by the university. We may also collect information from the local authority and external safeguarding or wellbeing support agencies.

Whilst the majority of student information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

The following table shows the lawful basis we use to process for the different types of data processing activities we undertake as part of your study with BIMM University Limited or Met Film School Limited.

Activity	Lawful basis
• Application and enrolment • Administer tuition fees, payments, grants and loans • Delivery of education • Exams • Carry out student discipline and academic misconduct processes • Administer academic appeals	Contract

• Alumni services	
• Video capture of lectures, seminars and other learning environments • Widening participation • Administration and provision of computing and IT facilities • Providing service level announcement communications • Providing welfare services • Providing career guidance	Legitimate Interest
• Providing statutory data returns to our regulators and government • Safeguarding activities	Legal Obligation
• Marketing • Sharing data with nominated contacts	Consent

Data Storage

BIMM operate a record retention policy which outlines how long different types of information are kept. Different records are retained for different lengths of time depending on the purpose for collecting the data. Retention schedules will be determined by legal, statutory, contractual or business needs.

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

BIMM University will only store your personal data in the UK, EEA or another country where the UK government have granted adequacy under the data partnership agreements. If there is a need to process personal data in another territory, BIMM University will ensure that relevant security measures are in place to protect your personal data. This will include placing contractual obligations on our data processors or ensuring recipients have subscribed to the relevant international frameworks that aim to ensure adequate protection.

Who we share information with and why we share it

We do not share information about our students with anyone without their consent unless the law and our policies allow us to do so.

Information is shared within our company structure. As part of this any data collected by BIMM University Limited and Met Film School Limited will be shared with BIMM Group Limited for the purpose of providing an education. This data sharing takes place under an intra group agreement which governs the appropriate use and security requirements of your personal data.

We routinely share data with:

- The companies who collectively form BIMM, in line with the requirements of our intra company agreement
- Other educational providers involved in the joint delivery of a course
- Local authorities
- The Department for Education (DfE)
- The Education Skills and Funding Agency (ESFA)
- The Office for Students (OfS)
- Jisc (formally The Higher Education Statistics Agency (HESA))
- Student Finance England (SFE)
- Student Loans Company (SLC)
- Employers that sponsor a student on a course or study (e.g. apprenticeship)
- Agencies who are required to audit our student and financial records
- Agencies who support the collection of unpaid / outstanding course fees
- National Health Service and local NHS Trusts
- Law enforcement agencies
- Youth support services
- The Home Office (in the context of immigration and UKVI visa applications)

Where a student has provided emergency contacts, their details will be held in our student record system against the student. These details will only be used to contact the named individual(s) in the event of an emergency or to safeguard the student.

The university do not routinely share information on a student's performance and progress at university with parents, guardians, carers or any other family member or individual in the student's personal life without the express consent of that student. This consent is collected in the form of a nominated contact.

Your data may be shared with third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, or is proposed to happen, then the new owners may use your personal data in the same way as set out in this Privacy Notice.

Student information available under the freedom of information act

BIMM University Limited has obligations under the Freedom of Information Act. Full details of what information is made available to the public for inspection can be found in our publication scheme published on our website. The following student information will be made public:

- Summary details of student achievement and examination successes
- Student participation in productions and events related to or resulting from their studies. This may include, but is not limited to photographs, videos, spoken records and documents. Where practical and required by regulations the permission of the individual will be obtained before this is done.

Any individual who has reason for wishing that any of these details should remain confidential should contact the privacy team.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see the 'How Government uses your data' section.

Requesting personal data held by the Department for Education
Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact DfE visit: https://www.gov.uk/contact-dfe.

Office for Students

We will share information about students enrolled on higher education courses with the Office for Students (OfS). OfS collects personal data on students to fulfil their public tasks under the Higher Education and Research Act (HERA) 2017, including their responsibilities as the lead regulator for higher education in England.

For more information on the data OfS collect and how they process that data, please view their privacy notice published at the address below:
https://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/

If you want to see the personal data held about you by the OfS, you should make a 'subject access request'. Further information on how to do this can be found published at the address below:

https://www.officeforstudents.org.uk/contact/how-to-request-information-from-us/how-to-make-a-request-to-access-your-personal-information/

Jisc

We will share information about students enrolled on higher education courses with Jisc.

Jisc is the body responsible for collecting and disseminating information about higher education in the UK and the designated data body for England.

For more information on the data Jisc collect and how they process that data, please view their student collection notice published at the address below:
https://www.hesa.ac.uk/about/regulation/data-protection/notices

If you want to see the personal data held about you by the Jisc, you should make a 'subject access request'. Further information on how to do this can be found published at the address below:
https://www.hesa.ac.uk/about/regulation/data-protection

Your UK GDPR data protection rights

Under data protection law, you have rights including:
Your right of access - You have the right to ask us for copies of your personal data.
Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.
Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice

How to complain

If you have any concerns about the way BIMM collects or processes your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

We ask that in the first instance you give us the chance to put things right. However, if you remain unhappy with how we've used your data after raising a complaint with us, you have the right to lodge a complaint with a Data Protection Supervisory Authority.

The Data Protection Supervisory Authority for the United Kingdom is the Information Commissioner's Office.

The ICO can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
United Kingdom
Helpline number: +44 303 123 1113
Website: https://www.ico.org.uk/make-a-complaint

For complaints under the European Union General Data Protection Regulation you also have the right to lodge a complaint with your local Supervisory Authority or the Data Protection Commission (Ireland).

The DPC can be contacted at:
Data Protection Commission
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland
Helpline number: (01) 765 01 00
Website: https://www.dataprotection.ie

Privacy Notice Revisions

This privacy notice will be kept under review and changes will be published on our website.

This document was last updated on 23 October 2024.