

## **Consent to Share statement – applicants HE student only**

This policy is of relevance to applicants / staff

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# 1. Information for applicants

The School collects and uses your data for the sole purpose of delivering higher education degree programmes and meeting statutory duties associated with being a Higher Education Provider. How we use your data is set out in the School's privacy notice for higher education students available at [www.gsmd.ac.uk/privacy](http://www.gsmd.ac.uk/privacy)

Information specific to you will not be shared with other people (even friends, parents or other relatives or agents) without your written permission (except where there is a danger to you or others). This applies to anyone over the age of 12. It may be possible to provide some information by making general statements but anything that identifies the status of an applicant is not allowed.

## 1.1 Consent to Share Statement

A Reference Number is provided to applicants on all correspondence from the point at which they start an application to the School.

“The Guildhall School is bound by the Data Protection Act, meaning that we cannot discuss details of your application with anyone else unless you give your permission. If you wish for the School to speak with a friend or relative on your behalf then you will need to confirm this in writing to the School (ie to Registry, Music or Production Arts & Drama Administration, or Student Affairs) that you wish the School to speak to a specified third party. Your confirmation should include:

- your Reference Number, your full name, and the programme you are applying for,
- the scope of what you wish to be shared with the third party (ie Student Finance application or health issues), and
- the details about the third party (relation/agent/friend) including their relationship to you, their full name

The School reserves the right to ask for further information to verify your identity before speaking with a third party.

Any communication with a third party sent by email will be copied into the email address listed on your application”

**Please note that any correspondence with a third party will be seen as an exception; all higher education applicants are expected to communicate with the School directly in respect of their application and related matters.**

## 1.2 Restricted information

Special category, sensitive information such as disability status, physical or mental health or condition, ethnicity, sexual orientation, gender reassignment, care leave status, religion or criminal offence records will not be shared outside the School unless you have specifically stated that this may be shared.

## **2. Information for staff**

### **2.1 How the School will check identity in order to share information**

Different communication methods and what to ask for are listed below, consent should be sought from the applicant for any new enquiries that are not recorded on SITS. It is easiest to check/ask for this information at the start of the enquiry before you start to look up the record as the further into a conversation you get the harder it will be to ask for this information.

All applicants should be asked for their Reference Number as a matter of course - they are notified of this in all correspondence. If the School is contacting the applicant using contact details on their applicant record, then no checks need to be undertaken.

### **2.2 Contact by Telephone**

Applicant:

Ask the applicant for their Reference Number and the programme they are applying for

Friend/Relation/Agent:

Ask them to ask the applicant to email confirmation that we can speak with them

### **2.3 Contact by email**

Applicant:

If the Reference Number is provided and the email is sent from the email on file then this is sufficient you do not need to ask for further details before responding

Friend/Relation/Agent:

If the email address is already listed on their SITS record (due to prior consent being given) the third party should provide the applicant reference number and full name or respond in general terms.

### **2.4 Contact in person**

Applicant:

Ask for Reference Number and confirmation of full name and programme applied for

Friend/Relation/Agent:

Check SITS to see if consent is on file, if not respond in general terms or ask that the applicant confirms the School can speak to them about their application

## **2.5 Online applications/eGo access**

Access to the online application system and eGo is via a username and password (plus security question for applicants). Applicants can reset their own password so should not normally need to be provided with password information.

Applicants:

Must provide Reference Number or must email from an address on their SITS record to get any user account information.

Friend/Relation/Agent:

Are not permitted to receive details and should be asked to get the applicant to email regarding this.

## **2.6 Advice**

If the enquirer is unhappy with our requirement to protect the applicant's data then please inform them that you don't know if the applicant would want us to disclose their information. The Guildhall School is bound by the Data Protection Act, and in addition, you are personally liable if you provide information without permission. You can refer them to the statement on the [website](#).

## **2.7 Erasmus students**

Erasmus applications must be made through the International Coordinators of the relevant institution therefore the International Coordinators automatically have permission to access details of the student's course.

## **2.8 Other students**

Students on Junior courses, Short Courses and Alumni are not covered by this policy however all applicants will have a Reference Number.