

## Terms and Conditions

This document relates to use of the Guildhall School's Online Applications, eGo (including enquiries) or Online Payments systems [these systems].

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Written by	Assistant Registrar – Student Database Support
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## Data Protection and privacy

The Guildhall School of Music & Drama is a department of the [City of London](#). The management of data is informed by the [City of London's Data Protection Policy](#) which is available through the Town Clerk's Office, Guildhall, London. The Guildhall School of Music & Drama works under the regulations of the 1998 Data Protection Act and is committed to ensuring the confidentiality of any personal data held by the School. From the 25 May 2018, the School will work under the regulations of the new General Data Protection Regulation.

By using these systems you are allowing the Guildhall School of Music & Drama to collect, process or use personal data in order to provide a service to you. If you are 13 year of age or over but under 18, by using these systems and providing data you are confirming that you have your parent/guardian's permission to do so. If you are under 13 you should not provide us with personal data but ask your parent/guardian to do so on your behalf.

Please see the School's privacy notices available at [GSMD website](#) which include strands relating to specific activities, and in particular the Website Privacy Notice which covers activities relating to the provision of our web domains.

## Terms and Conditions

By providing information via these systems you are confirming that the data is correct. The Guildhall School reserves the right to revise any decision made on the basis of this information should the information be found to be incorrect.

Please see the relevant Terms and Conditions and Policies applicable to you for further details:

Guildhall School staff and students (including Fellows and Extra-murals): should refer to the policies applicable to them on the Guildhall School intranet and Guildhall School website: [Policies](#)

Sundial Court residents: should refer to their Sundial Court Licence to Occupy Terms and Conditions

Summer School and Short course participants: should refer to the following Terms and Conditions [Terms and Conditions](#)

### **Higher Education applicants:**

Please refer to the information provided on the School's website, including [How to Apply](#)

Details about the School's degree programmes on the website and in programme and module specifications are for the year of study stated and programme details may change during your period of study. However, any programme, module and assessment criteria amendments will be approved following consultation of the student body through the School's academic governance committee framework and in-line with the requirements of the School's Academic Regulatory Framework. Where a significant amendment at the programme level to assessment methods or award classifications is proposed the affected cohort of registered students will be consulted in advance of the proposal being presented to the departmental committee and a consensus must be achieved before the amendment can be approved.

Higher Education applicants who wishes to accept an offer for a place on a programme of study should also read the Offer Handbook sent out with your offer; this document has important information about the terms and conditions associated with accepting a place.

### **Junior Guildhall applicants:**

Parent/Guardians are expected to complete applications on behalf of their child. Please refer to the information provided on the School's website, including [How to Apply](#)

Please also see Guildhall School website [Terms and Conditions](#)

### **Financial Data**

We do not share personal and financial information provided to us in the payment process, nor do we share this information with 3rd parties.

We use Paypal to take secure online payments. The data sent between the School and Paypal includes an identification code, payment requirements and details of whether the transaction was successful. No financial information (debit/credit card details or bank details from your Paypal account) is shared with the Guildhall School.

All payments are normally non-refundable. Please see relevant policies for full details of payment conditions.

Contact: [Finance@gsmd.ac.uk](mailto:Finance@gsmd.ac.uk) 020 7382 7208

## **Legal Entity**

The Guildhall School is a department of the City of London Corporation.