

Terms and Conditions & Privacy Policy

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

Data Protection

The Guildhall School of Music & Drama is a department of the City of London Corporation. The management of data is informed by the City's Data Protection Policy which is available through the Town Clerk's Office, Guildhall, London:

<https://www.cityoflondon.gov.uk/about-the-city/access-to-information/Pages/data-protection-policy.aspx>

The Guildhall School is keen to strike a fair balance between your personal privacy and ensuring that you obtain full value from the products and services it provides. All data is securely held by the Guildhall School of Music & Drama (hereafter 'Guildhall School' or 'School') and our nominated partners supporting the work of the School under the terms of the UK Data Protection Act 1998 ("the Act") and will be treated confidentially and with sensitivity.

By using these systems you are allowing the Guildhall School of Music & Drama to collect, process or use personal data as part of these systems in order to provide a service to you. If you are under 18, by using these systems and providing data you are confirming that you have your parent/guardian's permission to do so.

Marketing Information

Where you have explicitly given permission for us to send you marketing or publicity information as an enquirer, applicant or student, then these mailings will always give you an option to unsubscribe at any time.

Access to information

Under the Data Protection Act you have the right to be told whether information exists about you, and the right to receive the information, please see:

<http://www.cityoflondon.gov.uk/about-the-city/how-we-work/access-to-information/Pages/enquiries-under-the-data-protection-act-1998.aspx>

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 Extramurals): should refer to the policies applicable to them on the Guildhall School intranet and Guildhall School website:

http://www.gsmd.ac.uk/about_the_school/about_us/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

http://www.gsmd.ac.uk/youth_adult_learning/summer_schools/terms_and_conditions/

Applicants: 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.

http://www.gsmd.ac.uk/about_the_school/shared_left_nav/how_to_apply/

http://www.gsmd.ac.uk/youth_adult_learning/junior_guildhall/how_to_apply/

Please also see Guildhall School website terms and conditions.

http://www.gsmd.ac.uk/about_the_school/terms_conditions/

Cookies

Cookies are text files stored in your browser. This site uses Cookie Consent to help comply with the latest EU ePrivacy laws.

The Guildhall School eGo and Online Applications systems use

- First party session cookies for security
- Cookies from Google Analytics, a web analysis service of Google Inc.
- Tracking cookies from advertising campaigns

Security cookies

There is an exception in the law for cookies which are deemed as "strictly necessary". The term "strictly necessary" means that such storage of or access to information should be essential, rather than reasonably necessary, and this includes cookies used for security requirements.

Log files

User access data is collected on these systems for system administration, identifying errors and for producing usage statistics. Logged information includes data such as login status, IP address and device information such as browser, operating system and device type.

Google Analytics

Google Analytics uses only first-party cookies. This means that all cookies set by Google Analytics for the Guildhall School send data only to the School's servers. This data cannot be altered or retrieved by any service on another domain and we will never disclose information stored in your cookie to third parties.

The Google Analytics Terms of Service, which all Analytics customers adhere to, prohibits the tracking or collection of personal information (such as name and email address) using Google Analytics or associating personal information with web analytics information.

Cookies collect information about your computer, including your IP address, operating system and browser type, for statistical, non-identifiable purposes. They allow us to estimate information such as audience size and usage patterns, for example whether the visitor has been to the site before, which country they are in and what site referred the visitor to the web page.

Advertising campaigns

Cookies may be set on other websites for example to learn whether someone who was served an advert on Facebook later visited our application site.

Can I opt-out of cookies?

Yes. You can adjust your internet browser settings to not accept some or all cookies, or choose to allow only certain 'trusted' sites to store cookies on your computer. Google Analytics also provides an opt-out browser add-on which you can download at

<https://tools.google.com/dlpage/gaoptout?hl=None>

You can also opt out of advertising cookies for companies such as Facebook at the Digital Advertising Alliance website (external site) <http://www.aboutads.info/choices/>

Please note, opting out of cookies may mean you are unable to use some of the facilities on our website.

Third Party Websites

Where we provide links to third party websites, such sites are not controlled by us and are not covered by our terms and conditions. These links are provided for your convenience only. If you access these sites by using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, consequently you are advised to check the privacy policy of such third parties before providing information to them.

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 identification information, 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 020 7382 7208

Legal Entity

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

Last updated: 10/01/2018