

Application form

LCCA an associate college of UCA



Thank you for applying to the University for the Creative Arts, delivered by associate college LCCA in Tower Hill, London. Please complete this form in black ink using BLOCK CAPITALS **Please complete all sections.**

1 Title _____ Family name _____

First name _____ Middle name(s) _____

Home address (UK) _____

Postcode _____

Date of birth / / Male Female

Country of birth _____

Mobile Other contact number

Email

2 COURSE YOU ARE APPLYING FOR:

If you do not know which course to take and want to speak to one of our free, independent education advisers, write 'Advice' in the box

Full-time weekdays
 Full-time weekends
 Full-time evenings

Tuition fee payment:
 Funding agency* Self-funded

Preferred start date:
Month Year

* It should be noted if any funding application is unsuccessful, it is expected that other sources to fund tuition fees will be readily available by the named student in this letter. LCCA reserves the right to charge the students for full or partial tuition fee if a tuition fee payment remains outstanding

3 IF YOU ARE 19 OR OLDER PLEASE TICK HERE AND GO TO QUESTION 4

IF YOU ARE 18 OR YOUNGER TELL US YOUR CURRENT OR MOST RECENT SCHOOL/COLLEGE:	From	To	Title and type of course (full-time/part-time)
Name of school/college:			
Address:			

Please bring a record of achievement, a recent school report or a reference to your interview

4 PLEASE LIST THE QUALIFICATIONS YOU HAVE OR ARE STUDYING FOR:

Subject	Level eg GCSE, NVQ 2	Date taken /To be taken	Grade	Expected grade if not taken yet

Please continue on a separate sheet of paper if necessary

5 PERSONAL STATEMENT:

Please tell us about your interest in this course and why you feel you would be suitable to follow this programme of study.

6 SUPPORT FOR YOUR SUCCESS:

Do you have any access requirements for interview?

NO

YES

If yes, please specify:

Communicator support for the Deaf

Hearing loop

Advocacy support for mental health issues

Orientation for sight difficulties

Other (please state requirements)

7 DISABILITIES AND WELFARE

Do you have any disabilities the college needs to be made aware of?
Please select all that apply.

Educational (Learning Difficulties, e.g., Dyslexia) – please specify

Physical (e.g., mobility impairment, visual impairment) - please specify

Medical (e.g., chronic illness, mental health condition) - please specify

If you are on any form of medication – please let us know so can inform any emergency service you may need.

8 TELL US WHICH ETHNIC GROUP DO YOU SEE YOURSELF BELONGING TO (this helps us monitor equal opportunities):

White

Mixed

Asian/Asian British

Black/Black British

Other

English/Scottish/Welsh/
Northern Irish/British

White & Black
Caribbean

Indian

African

Arab

Irish

White & Black African

Pakistani

Caribbean

Other ethnic group

Gypsy or Irish Traveller

White & Asian

Bangladeshi

Other Black/African/
Caribbean group

Other White

Other mixed/
multiplegroup

Chinese

Other Asian

Your Information – Our Fair Processing Notice to You

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

London College of Contemporary Arts Limited (“we” or “us”) is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with LCCA Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 7889724. You can contact us at info@lcca.org.uk or on +44 (0)20 3535 1155. Our data protection officer can be contacted at dpo@lcca.org.uk or by writing to the LCCA Data protection officer, Sceptre Court, 40 Tower Hill, London, EC3N 4DX.

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

Purpose of the Processing

(i) Processing your application:

We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.

The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) – consent. (Your consent options are detailed at the end of this form).

Categories of Personal Data

(i) Processing your application:

We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:

For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us.dpo@lcca.org.uk

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

Recipients of your Data

- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course
- Your recruitment agent

For more detailed information please read the LCCA Privacy Notice on our website.

The full list of our group companies can be found at this address: <https://www.globaluniversitysystems.com/our-institutions> We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

Transfers to Countries outside EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in the LCCA Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

Retention of your Application

If you are successful, your data will be saved and stored in our database for successful candidates.

The LCCA Privacy Notice will then apply to how we use your data in that case and for how long.

If you are unsuccessful, we will retain your application for 6 months and after that it will be destroyed.

Your Rights

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact dpo@lcca.org.uk in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

Your Opt In Consents

If you don't check the relevant box below, we won't send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by calling us on +44 (0)20 3535 1155 or by using the Unsubscribe link on future emails.

Please now check below as applicable:

- I am happy to receive information from London College of Contemporary Arts Limited and other GUS group institutions
- I do not want to receive information from London College of Contemporary Arts Limited and other GUS group institutions

University for the Creative Arts Notices

Privacy Notice

We would like to draw your attention to our [Privacy Notice](#) which explains what data we collect, how it is used and when it might be shared.

http://webdocs.ucreative.ac.uk/UCA_Application_Declaration_Privacy_Notice_FINAL-1539262200015.pdf

Declaration

I confirm that to the best of my knowledge all the information I have given on this form is correct and I have read and am happy with the [UCA declaration](#).

http://webdocs.ucreative.ac.uk/UCA_application_form_declaration-1508856840008.pdf

Our Application Privacy Notice

Our [Application Privacy Notice](#) confirms what data we collect, how it is used and when it might be shared. As well as this Privacy Notice, by continuing your application to UCA, we will consider that you have read and agree to our [UCA declaration](#).

http://webdocs.ucreative.ac.uk/UCA_Application_Declaration_Privacy_Notice_FINAL-1539262200015.pdf

http://webdocs.ucreative.ac.uk/UCA_application_form_declaration-1508856840008.pdf

Submitting your Application

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

- I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.
- I accept the Terms and Conditions as set out in this application.
- I accept the terms of this Fair Processing Notice and the LCCA Privacy Notice which supplements it.

PRINT NAME

DATE

SIGNATURE

NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence to sign this form if you are not the signatory to this application and / or have provided false or misleading information.