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## FAQs – Sharing of student data by Christie's Education

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Following the introduction of the General Data Protection Regulation in May 2018, these FAQs give further information on sharing of student data:

- Between Christie's Education locations (London, New York, Hong Kong);
- Between Christie's Education and the Christie's auction business; and
- With third parties.

In each case, this document describes the General Rule and then explains scenarios when sharing may be possible. If you are still uncertain whether you should or shouldn't share data, please check with your legal department contact and Jane Hay.

### 1. Sharing of student data between Christie's Education locations

**GENERAL RULE: Student data from one location must not be shared with Christie's Education staff in other locations. The businesses are run separately in each location, and there is no general need for staff in one location to see student data from another location in order to provide the services to the student.**

#### EXAMPLES OF WHEN SHARING IS PERMITTED

**Q. Can student data from New York and Hong Kong be shared with Jane Hay in London?**

**A.** Yes. Jane Hay as global head of Christie's Education has a need to know about the global business, including details of students applying and enrolled in all locations. You can, for example, share applicant information, a list of students, and details of auction house departments where students are placed for the work experience part of their programme.

**Q. If a student is doing their work placement at a location other than the location of study, can the data be shared with Christie's Education in that other location?**

**A.** Yes. If a student at Christie's Education in London wishes to do a work placement at Christie's in New York, their data can be shared with Christie's Education in New York for the purposes of facilitating that placement (and vice versa).

**Q. Can alumni data from one Christie's Education location be shared with another Christie's Education location where the alumnus now resides?**

**A.** Yes. It is in the legitimate business interests of Christie's Education in London to share with Christie's Education in New York, the data of an American student who had studied in

London (who is more likely to be interested in attending alumni events in the US). And vice versa.

**Q. If a student transfers their application from one location to another, can Christie's Education in the first location transfer the data to Christie's Education in another location?**

**A.** Yes. It is necessary for us to do this for further consideration of the application. However, you should only transfer what is necessary for the receiving location (for example if a student applying to Christie's Education in New York provided vaccination records, but these are not relevant to studying in London, these should not be transferred). The student will usually be very much aware of the context of their application to both locations but if for any reason you believe the student is not aware of the need to transfer their data, it is best to confirm with the student "Would you like me to transfer the details you provided for your application to us to Christie's Education in [location]?"

## **2. Sharing of student data between Christie's Education and Christie's auction business**

**GENERAL RULE:** a student's data (including the fact that they are a student) can't be shared with the auction business. A student who signs up for a course wouldn't expect that their data is passed to the auction house for marketing purposes or for general future reference. You would need the student's consent to pass on their data.

### **EXAMPLES OF WHEN SHARING IS PERMITTED**

**Q. Can I share details of students with the auction house for the purposes of arranging the work placement/internship part of their course?**

**A.** Yes. This is necessary for Christie's Education to be able to provide this part of the course.

**Q. Can we encourage students to sign up for a mychristies account?**

**A.** Yes. You can certainly encourage them to do so on the basis that the more they learn about the art world and the auction business, the more beneficial it will be for their studies. However, it is entirely their decision whether they choose to create this relationship with the auction house. The student should create and manage their own account on christies.com, rather than Christie's Education passing this data to the auction house.

**Q. An auction house employee has reached out to me to ask me to confirm if a particular individual has applied/enrolled. Can I share this information?**

**A.** If the student has been referred to Christie's Education by the auction house, then see the next question. In all other cases, it is best to be cautious. If the named individual is a student, you cannot be certain whether they wish you to share this information. You can deal with this practically by telling the auction house employee you will make some enquiries but may not be able to confirm either way. You should then ask the student "Do you know ABC at the auction house? He/She seemed to know you but I didn't want to confirm you were studying with us without checking with you first". If you are able to confirm to the auction

house employee, you should only share very basic details such as the relevant course and the course start date.

**Q. An auction house employee referred the student to Christie's Education. Can I confirm to them whether the student applied and/or enrolled?**

**A.** Yes. If a student comes to Christie's Education via an enquiry to their (or their family's) auction house contact, there is a reasonable expectation that the auction house is going to be aware of this individual's studies. It's okay to communicate the fact that they subsequently applied/enrolled, the auction house department to which they are assigned for the purposes of their work placement, and the fact that they have finished their course to the auction house contact who originally introduced them. However, we should not be sharing further details (for example attendance, grades, where they are residing while they study) with the auction house without their consent.

**Q. Can I ask students to confirm whether they or their family are auction house clients when they apply for a course?**

**A.** You can ask applicants "Are you or your family existing clients of Christie's auction house?". However, you must explain on the form that if an applicant has no existing connection to Christie's this will not be a relevant factor in deciding whether to offer them a place on the relevant programme. For applicants with an existing connection, this information will be used to ensure there is no conflict when allocating an auction house department for the work placement part of their programme. You can ask a supplementary question "If yes, are you happy for us to inform the auction house of your application (and where relevant, subsequent enrolment) on a Christie's Education programme?"

**Q. If a student volunteers the information that they or their family are a client of the auction house in some other context, can I let the auction house know that they have applied or enrolled at Christie's Education?**

**A.** Again, it is best to be cautious. The student may not expect that Christie's Education will immediately pass the information to the auction house to add to their auction house client profile. You can easily gauge to what extent they are comfortable with passing the information on, by saying something like "what do you collect? who do you deal with...wow, does he/she/ the department know that you've enrolled....should I reach out to him/her/them?" If the student is fine with the auction house knowing they are a student, you can reach out to the relevant individual/ department and let them know.

**Q. An alumnus keeps us informed about their future career, can we pass that data on to the auction house?**

**A.** While the alumnus may be happy to provide details about their career in the context of requesting a reference from Christie's Education or in the context of an alumni social occasion, they wouldn't necessarily expect that Christie's Education would pass that data to the auction house so the auction house can track their career. If their career develops in the art market, they are likely to form their own relationship with the auction house in that context. Auction house employees will be able to make a note on the client's record about their prior studies at Christie's Education if the alumnus mentions this to them or the information is otherwise in the public domain (for example, on the alumnus company website, in an article).

### 3. Sharing of student data with third parties

#### EXAMPLES OF WHEN SHARING IS PERMITTED

**Q. Can I share student data with third parties if it is necessary for properly evaluating their application or providing the programme?**

**A.** Yes, if it's necessary to share in the context of checking and evaluating a student's application (for example, if we need to check references or evaluate the equivalence of a student's existing overseas qualifications) or if it's necessary to share the information to be able to provide parts of the programme (for example, to give access to certain library services, to arrange transport and accommodation or access to venues for trips), this is permitted. You should only share the minimum information necessary to achieve the purpose.

**Q. Can I release information about a student's studies (such as attendance or grades) to a relative, partner or friend?**

**A.** Yes, if you have the student's consent. For students of Christie's Education in London and Hong Kong, you should check with the student on a case by case basis before responding to such enquiries, even if the person making the request has paid their fees.

For students of Christie's Education in New York, you will need to check their FERPA options. We can disclose information known as "Directory Information" to anyone who requests it (unless the student has indicated they do not wish us to do so by completing a FERPA Hold Directory Information Form). By contrast, we cannot release non-directory information to third parties unless the student has specifically authorised us to do this by completing a FERPA Non-Directory Information Release Form. Despite a student's FERPA options, please consider the request carefully. If anything about the request seems unusual or suspicious or might put the student at risk, it is safer to check with the student before releasing the information.

**Q. Another educational institution or prospective employer has requested Christie's Education provide a reference for an alumnus, can I provide this?**

**A.** For students of Christie's Education in London and Hong Kong, we should check with the student before releasing the information. For students of Christie's Education Inc, we can disclose "Directory Information" to anyone who requests it unless the student has indicated they do not wish us to do so by completing a FERPA Hold Directory Information Form. By contrast, we cannot release non-directory information to third parties unless the student has specifically authorised us to do this by completing a FERPA Non-Directory Information Release Form.

**Q. Can I provide information about students to our regulators, the visa authorities and other official bodies?**

**A.** If we are legally required to disclose routine information about the student to the regulator (for example, Higher Education Statistics Agency (HESA), Office for Students (OFS), UK Department of Education, the New York State Education Department, the New York State Board of Regents and the US Department of Education), visa issuing bodies, or certain federal, state and local authorities who are permitted access under FERPA, you may disclose the information.

If you receive a request from government or law enforcement agencies to provide data outside the routine reporting context (for example in connection with a potential crime)

please discuss the request with the legal team before responding to ensure that the body making the request has both the right to seek disclosure and has followed the correct process.