

## **Privacy Notice for Students at the College**

### **College Departments**

#### **Admissions**

##### **The information that you give us**

As part of your admission to the College we may collect your personal details including: name, address, date of birth, next of kin, photo, car registration, siblings, email address, first and second language, employment/career data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor's details, behaviour record, gender-related information, special educational needs/additional learning support details.

##### **The uses made of your personal information**

We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave.

Your photo will be taken when you are issued an ID card. This image will be assigned to your student file. It will be used for internal systems/processes such as registers, ID Cards and day passes. The College sites are monitored by CCTV and access control barriers/doors, this is for the protection of all site(s) users. Your ID card access around site(s) will be appropriate depending on your chosen course and personal circumstances, such as, lift access and car park access. If you wish to receive car park access, you will be required to provide us with your Vehicle Registration. Your ID card activity may be used for attendance related and incident related issues. You may be asked to participate in preventative screening searches for unauthorised and illegal items / substances to maintain site security and the safety of all users of the premises.

##### **The legal basis on which we collect and use your personal information;**

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

##### **How long we keep your personal information**

Your data will be stored electronically and on paper. Our electronic systems are encrypted and only authorised individuals are given access to your data where appropriate and for the purposes detailed above. Paper records are stored in a secure location, this may be onsite/offsite. We are required to keep your data once you have completed your course for reasons relating to Achievements, Auditing and Funding, after this time your data is appropriately destroyed. Currently Admissions records are kept for one year (paper copies) and ten years (electronically). This is in accordance with the College's Retention Policy.

##### **How we share your personal information**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

- Your current school or educational establishment

*To enable your transition to the College*

- The Local Authority  
*To arrange additional learning support you may require or with regard to your Educational Health Care Plan*
- Your Employer  
*To organise the payment of course fees with your employer  
Safeguarding related purposes*
- Public Sector Organisations e.g. Police, Social Services  
*To fulfil our safeguarding duty  
The prevention or detection of crime  
The capture or prosecution of offenders*

We may also share your personal information with third parties who provide services to the College.

- UCAS  
*To update the UCAS system if you apply to University*

**How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

## **Administration**

### **The information that you give us**

As part of our administration of the College we may collect your personal and educational details including: your name, address, email address, date of birth, next of kin details, exam results, attendance, photo, first and second language, employment data, dates of attendance, religion, ethnic origin, health records/conditions (inc. mental health), doctor's details, behaviour record, special educational needs details and gender related data.

### **The uses made of your personal information**

We will use your information to manage and administer your education. This will include information for making registers, class lists, trip lists, communications, reports, employer information (for example for apprentices and day release students) and to identify pupils who cannot be used for marketing photos.

### **The legal basis on which we collect and use your personal information.**

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### **How long we keep your personal information.**

Enrolment, learner record documentation and student attendance information are currently kept for six years (paper copies) and ten years (electronically). Curriculum course forms are retained for three years (electronically). In addition, if you have studied on a course that has been funded by European Social Funding (ESF), we are legally required to keep your information for a longer period of time. If your enrolment was prior to 2013 we will keep your details until at least 31 December 2022, if your enrolment was from 2014 onwards we will keep your details until December 2030.

### **How we share your personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

- Your current school or educational establishment  
*To enable your transition to the College*
- The Local Council and Local Authorities  
*To arrange additional learning support you may require*
- Your Employer  
*To organise the payment of course fees with your employer*  
*Safeguarding related purposes*
- Education and Skills Funding Agency  
*To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled.*
- Office for Students

- *To ensure that our contractual obligations to the Government for funding educational provision can be fulfilled.*

## **How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

## **Finance**

### **The information that you give us**

In order to manage the financial affairs of the College we collect and hold the following information about you: contact information, bank details where necessary, course information, funding information, your employer where necessary, Educational Healthcare Plan (EHCP) where applicable.

### **The uses made of your personal information**

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you or your employer, to receive payment from funding agencies and local authorities, to make payments to our subcontracting partners, to make payments to suppliers (i.e. for College trips).

### **The legal basis on which we collect and use your personal information.**

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### **How long we keep your personal information.**

We will keep your information for a period of six years in addition to the current operating year. This is in order to comply with HMRC reporting requirements.

By exception, we may keep information for the purposes of evidencing certain grants which we may receive from the European Social Fund for a period of up to ten years, as required by condition of grant funding.

### **How we share your personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

- Auditors  
*To provide audit evidence. Auditors will ensure your information is treated confidentially and held securely.*
- Your Employer(s)  
*To ensure correct payments are received from your employer*
- Funding Agencies  
*In order to receive payment from the relevant funding agencies*

- Local Council and local authorities  
*In order to receive payment for high needs income and ensure contractual obligations are fulfilled.*

We may also share your personal information with third parties who provide services to the College.

- Subcontracting Partners  
*To make payments to the subcontractors for services provided.*

**How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

## **Teaching**

### **The information that you give us**

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create as well as information on your achievement and progression whilst undertaking your course. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

### **The uses made of your personal information**

We will use your information for the purposes of teaching you, measuring your progress, achievement and progression.

### **The legal basis on which we collect and use your personal information.**

Generally, the information is processed as part of our public interest task of providing education to you.

### **How long we keep your personal information.**

We will keep your information for a period of time in line with conditions from the awarding bodies. Detailed information regarding retention of your student work is available on request to the Data Protection Officer.

### **How we share your personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

- Ofsted (Office for Standards in Education, Children's Services and Skills)
- OFS (Office for Students)  
*Monitoring, Quality Analysis, Benchmarking, Inspection*
- ESFA (Education and Skills Funding Agency)
- Awarding Bodies  
*To ensure our contractual obligations are fulfilled*
- Local Council and Local Authorities  
*To arrange additional learning support or in relation to Educational Health Care Plans*
- Public Sector Authorities e.g. Police  
*For the prevention or detection of crime, capture or prosecution of offenders*

### **How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

## **Alumni**

### **WHAT WOULD YOU LIKE TO KNOW ABOUT?**

#### **The information that you give us**

To maintain our Alumni network we collect and hold the following information about you: name, address, date of birth, former school, your destination after leaving the College (e.g. further study, employer), course and study information during your time at the College.

#### **The uses made of your personal information**

We will use your information to manage and administer our Alumni network. This will include:

- Opportunities for further study at the College?

#### **The legal basis on which we collect and use your personal information.**

Generally, the information is processed on the basis of your consent.

#### **How long we keep your personal information.**

Your details are retained until you withdraw your consent.

#### **How we share your personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

- Ofsted
- OfS
- Analytical purposes.

#### **How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

## **Marketing**

### **The information that you give us**

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information, study information, current employment if relevant, photographs, videos, statements/biopics.

### **The uses made of your personal information**

We will use your information to:

- Review College recruitment
- Use in marketing and promotional campaigns
- Press releases and other media activities
- Inform you about future learning opportunities

### **The legal basis on which we collect and use your personal information.**

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

### **How long we keep your personal information.**

We will retain your data for two years plus the current year.

### **How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.