

Privacy Notice - Students

1. Introduction

- 1.1. This document sets out the personal data the college collects and processes about its students, including the purpose and legal basis for the processing, any data sharing requirements and the rights of data subjects.
- 1.2. It is part of a suite of privacy notices published by the college and should be read in conjunction with the college's data protection policy and associated documentation which can be found at www.northern.ac.uk/dataprotection.

2. Scope

- 2.1. This notice applies to anyone who has applied to be, is currently or has in the past been a student at the college.

3. The legal framework

- 3.1. We are the data controller of the personal data we hold about you. We are The Northern College for Residential Adult Education Ltd. Our address is: Wentworth Castle, Lowe Lane, Stainborough, Nr Barnsley S75 3ET.
- 3.2. Our data protection officer is Sarah Johnson. If you have any questions about this notice or the ways in which we use your personal data, please contact our data protection officer at 01226 776005 or dpofficer@northern.ac.uk.
- 3.3. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 3.4. The college is registered as a data controller under the Data Protection Act 1998 – registration number Z6656286. This means that the purposes for which the college collects and processes personal data are notified to and registered with the Information Commissioner's Office (ICO).

4. What data do we collect from you

- 4.1. As part of your admission to the college we will collect your personal details, this will include:
 - 4.1.1. your name, address, date of birth, photo, email address, gender, telephone, ethnicity, disability, learning support needs, learning styles, employment status, LEA, benefits data, dietary requirements, nationality, sexual orientation, religious belief, where English is not first language, if you are a lone parent, asylum seeker, your refugee status, offending background marital status, residency status, vehicle details for parking purposes, employment history, education history and qualifications, emergency contact details, national insurance number, voluntary work details, interests, references, where appropriate your carer details.
 - 4.1.2. Where it is relevant to your course we may ask about your trade union membership.
 - 4.1.3. If you are applying for a community learning course we may collect information about the community group you are part of in order to fund your course.
 - 4.1.4. If you wish to apply for a place at the children's centre we will ask for information regarding the name and age of your child (children). Please see our separate privacy notice for children.

- 4.2. In order to manage and administer your education at the college we may also collect course work and data, grades and results, exam results, attendance, tutor feedback, library usage, personal tutor feedback, safeguarding information, accidents and injuries, first aid information, behavioural information, learner support needs, other support needs.
- 4.3. In order to manage the financial arrangements related to your study at the college we may also collect and process your funding information, bank details, travel expenses details, student loan information, your benefits and income data (or those of your household) and in some cases evidence.
- 4.4. If you access additional learning support whilst you are studying at the college we may collect and process further information including detailed health information, disabilities and support needs.

5. How we use your data

- 5.1. We will use your personal data;
 - 5.1.1. to **manage and process your application** to the college;
 - 5.1.2. to **manage and administer your education** whilst you are studying at the college. This will include communicating with you, managing your classes and timetable, putting together reports and registers, exam and assessment arrangements, personal tutoring, accessing the library, accessing ICT, accessing additional learning support and general student support, accessing accommodation and catering facilities, safeguarding, health and safety, security, first aid, parking, managing behaviour, monitoring performance, handling complaints, ensuring equality;
 - 5.1.3. to **ensure your place is appropriately funded**, and to pay/receive payment from you;
 - 5.1.4. for the purposes of **teaching you and measuring your achievements**;
 - 5.1.5. to **provide you with additional learning support**.
- 5.2. If you access the children's centre we will use your data to manage the provision of child care. Please see our separate *privacy notice for children*.
- 5.3. We treat your personal data with confidentiality. The data described in this notice will only be used for the purposes outlined.

6. Marketing our courses to you

- 6.1. 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 both when your details are first collected and in every subsequent message by giving you a clear and straightforward way to unsubscribe.
- 6.2. Any other marketing we carry out will be on the basis of consent.

7. Monitoring your use of the college ICT

- 7.1. We monitor how you use the college's ICT systems and equipment and what websites you go on when you are browsing the internet at college. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

7.2. Further information please see our website privacy notice and ICT user, bring your own device and e-safety policies.

8. What is our legal basis for processing your data

8.1. Generally, the data we collect about you is processed as part of our public interest task of providing education to you.

8.2. Where we collect health data, for example in order to provide additional learning support, this is defined as special category data. In order to process that data we will seek your explicit consent to the processing for specified purposes.

8.3. Where we collect your trade union membership this is defined as special category data. In order to process that data we will seek your explicit consent to the processing for specified purposes.

8.4. Where we collect data to enable us to ensure and monitor equality of opportunity and treatment e.g. your ethnicity, disability, religious belief this is defined as special category data. In order to process that data we will seek your explicit consent to the processing for specified purposes.

8.5. We also collect and process some personal data on the basis that we need to do so in order to comply with our legal obligations.

8.6. Where you have previously studied and we send marketing materials to you we will do so on the basis of our legitimate business interests.

9. How we store and secure your data

9.1. Student personal data is held electronically in password protected systems which are accessed by authorised college staff only. Hard copy student data is stored securely and accessed by authorised college staff only. Please see our data security statement for further information.

9.2. The college uses software systems to process some of its personnel data which are provided by the following third party suppliers:

9.2.1. UNIT-e – student management system;

9.2.2. Heritage – library management system;

9.2.3. Corero Resource 3200 - finance system.

9.3. Where appropriate the college has written agreements in place to ensure the protection of any data included which can be accessed by the provider. The providers do not have any routine access to the data processed by the software other than in the course of the provision of technical support and system development.

10. Does anyone else process your data

10.1. We do not use any third party data processors for our student data.

5. Who do we share your data with

5.1. We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

5.2. We may share your personal data with the following organisations (or types of organisation) for the following purposes:

5.2.1. ESFA – if your course is funded by the ESFA we will share your data with the ESFA for the purposes of funding your education. Please see the ESFA privacy notice for information about how they manage your data.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683614/Appendix_F_ILR_2017_to_2018.pdf

5.2.2. Student Loans Company – if you have applied for a student loan we will share some of your data with the Student Loan Company in order to enable you to access your loan. Please see the SLC privacy notice for information about how they manage your data <https://www.slc.co.uk/about-us/privacy-notice.aspx>.

5.2.3. University of Huddersfield – if you are attending a higher education course validated by the University of Huddersfield we will share your data with them for the purpose of securing funding and enabling you to access your course and gain your qualification. Please see the University of Huddersfield privacy notice for information about how they manage your data. <https://www.hud.ac.uk/media/assets/document/informationgovernance/dataprotection/PrivacyNotice-Students.pdf>

5.2.4. Awarding bodies – if your course is accredited we will share some of your data with the relevant awarding body for the purpose of enabling you to gain your qualification.

5.2.5. If your course is funded by a local authority we may share some of your data with them in order to enable us to access the funding for your education.

5.2.6. If you have a serious accident whilst at college we may need to share that data with the Health and Safety Executive.

5.3. We may also share your personal information with third parties who provide services to the college as follows:

5.3.1. Thomas Franks Ltd – we may share some of your data with the company who provide our catering services, for example your dietary requirements, in order to enable them to provide appropriate catering services for you;

5.3.2. Constant Security – we may share some of your data with the company who provide our security services in order for them to be able to provide effective security services for you.

5.4. Where we share your data with third party service providers we will have a written contract in place to ensure the protection of your personal data.

6. Do we transfer your data outside Europe

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

7. Is your data used to make automated decisions

7.1. We do not make automated decisions using the data outlined in this notice.

8. How long will we keep your data

8.1. We will not keep your personal information for longer than we need it for the purposes we have explained above.

8.2. We will retain your personal data in line with our retention schedule which can be found at www.northern.ac.uk/dataprotection. Retention periods depend on the nature of the data being retained; in many cases we will retain your data for six years following the completion of your course.

9. What rights do you have over your data

9.1. You have a number of rights over your personal data, which are:

- 9.1.1. the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
 - 9.1.2. the right to ask us what personal data we are holding about you and to have access to a copy of your personal data;
 - 9.1.3. the right to ask us to correct any errors in your personal data;
 - 9.1.4. the right, in certain circumstances such as where our use of your personal data is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal data;
 - 9.1.5. the right, in certain circumstances such as where we no longer need your personal data, to request that we restrict the use that we are making of your personal data;
 - 9.1.6. the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
 - 9.1.7. the right, where our use of your personal data is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal data in a structured, commonly-used, machine-readable format.
- 9.2. Our 'rights of individuals (data protection) protocol' sets out your rights in more detail and explains how you can exercise them.

10. Changes to our privacy notice

- 10.1. We keep this privacy notice under regular review. Any changes we make to our privacy notice in the future will be notified to you by an appropriate means.

11. Contact

- 11.1. If you would like to discuss anything in this privacy notice, please contact the data protection officer.