

Privacy Notice - Website

1. Introduction

- 1.1. This document sets out the personal data the college collects and processes via its website www.northern.ac.uk.
- 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 procedures which can be found at www.northern.ac.uk/dataprotection.

2. Scope

- 2.1. This notice applies to anyone who accesses the college's website.

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 personal data do we collect via our website

- 4.1. We only collect personal data about you via our website if you use our **apply on-line system**. The data you provide is stored temporarily in a secure database prior to it being accessed and processed by our admissions team. For details of the data collected and how it is processed please see our *privacy notice – students*.
- 4.2. In addition we collect your **IP address**, the browser type and device you are using and its resolution. We only collect this in order to improve the security and usability of our website and it cannot be used to identify who you are.
- 4.3. We use **cookies** on our website to enhance your experience of our site. Cookies are small text files which are placed on your device (for example your iPad or laptop) in order to make your online browsing easier. Most websites do this. Cookies cannot be used to identify who you are.
- 4.4. Some cookies on the site are essential, and the site won't work as expected without them. These cookies are set when you submit a form, login or interact with the site by doing something that goes beyond clicking on simple links.
- 4.5. We also use some non-essential cookies to anonymously track visitors or enhance your experience of the site.

- 4.6. We also use **Google Analytics** to collect information about how people use our website. We do this to make sure it is meeting peoples' needs and to understand how we can make the website work better.
- 4.7. Google Analytics stores information about what pages on the site you visit, how long you are on the site, how you got there and what you click on while you are there.
- 4.8. We do not collect or store any other personal information (e.g. your name or address) so this data cannot be used to identify who you are.
- 4.9. We also collect data on the number of times a word is searched for and the number of failed searches. We use this information to improve access to the site and identify gaps in the content and see if it is something we should add to the site.
- 4.10. Unless the law allows us to, we do not:
 - 4.10.1. share any of the data we collect about you with others, or
 - 4.10.2. use this data to identify individuals

5. **What is our legal basis for this processing**

- 5.1. Our legal basis for collecting personal data via our apply online is outlined in our privacy notice – students.

6. **How we store and secure your data**

- 6.1. All the above data is secured electronically in a password protected system which is accessed by authorised college staff only.

5. **Who do we share your data with**

- 5.1. We do not share your data with any other organisations.

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 your data.

8. **How long will we keep your data**

- 8.1. We will not keep your personal data for longer than we need it for the purposes we have explained above.
- 8.2. We will keep your data in line with our data retention policy which can be found at www.northern.ac.uk/dataprotection.

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 data, 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 this privacy notice

- 10.1. We will keep this privacy notice under regular review. Any changes we make to it will be published on our website.

11. Who can I contact for more information

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