

SOUTH DEVON COLLEGE

**STUDENT PRIVACY NOTICE**

Document control

Version	Date	Author(s)	Notes on Revisions
1.0	April 2018	Dan Hallam	New Policy for GDPR
2.0	July 2021	Kelly Sooben	Policy review

Owner	SLT Lead	Author	Frequency of review	Next review date	Approval Committee	Next approval Committee Date	Date of last EIA
KS	LF	KS	Annually	July 2022	SLT		

We are the data controller and processor of personal information about you. We are: South Devon College. Our address is: Vantage Point, Long Road, Paignton, Devon, TQ4 7EJ.

Our Data Protection Officer is Vice Principal People & Resources. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer via email at [enquiries@southdevon.ac.uk](mailto:enquiries@southdevon.ac.uk).

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

The college processes your data to:

- Support your learning
- Monitor and report your educational progress
- Provide appropriate pastoral care
- Assess the quality of our work
- Comply with the law regarding education and safeguarding
- Support you to progress onto further studies or employment

We have a range of technical and operational measures in place to protect personal data from accidental destruction, misuse or disclosure.

Data stored electronically is governed by role-based access control, based on the minimum required by for an employee to carry out their duties. Data is encrypted in transit, and all systems require secure passwords for access. All personal data is secured behind firewalls to prevent unauthorised access, with implicit deny rulesets in place. Comprehensive anti-virus, web filtering and email filtering tools are in place, along with strict patching cycles to minimise cyber-attacks and potential security exploits.

All employees attend data protection awareness training as part of induction to the College. Employees are only given access to personal data if they need to use it as part of their role and access to information is strictly controlled. Only staff with the relevant training have access and access is removed when staff leave the College.

We have a suite of policies, procedures and codes of practice to enable us to appropriately manage our obligations under data protection.

Where you are under 18 in an academic year, we may also share information about you with your parent/guardian where we believe it is in your best interests, and/or in relation to your educational performance. More information about how we process your information is below.

## **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, siblings, email address, first and second language, work assessment data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor's details, behaviour record, sex-related information, genetic data and special needs 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.

### **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.**

The College will keep some forms of information for longer than others. This will be determined by the type of data, the purpose for which it was processed, requirements of College funding agencies, and for historical and statistical processing.

The College will maintain records to support the principles of lifelong learning so we will keep your information as long as necessary to support this. We are also part funded by European social Funds so will keep information in accordance with these requirements.

Assessment data will be retained in accordance with individual exam awarding body requirements.

Elements of the learner journey data will be retained in accordance with the detailed asset logs.

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

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

- Local authorities and their partners – this includes Torbay Council, Devon County Council, and Plymouth City Council. Some local authorities contract out their services, for example to Careers South West and information will be shared with them. This information is shared to help ensure we are admitting you onto the appropriate course or for the purpose of risk assessment.
- Contracted services – this includes Stagecoach and PayMyStudent to help us administer your travel and bursary information, The University & College Admissions

Service (UCAS) (for students who apply for or study an HE course with us), The Student Loans Company (for students who apply for or take a student loan), The UK Visa & Immigration Service, Auditors, Ofsted or other formal regulatory bodies for the education sector, and third parties who are contracted to provide IT services to us.

### **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 personal and educational details including: your name, address, email address, date of birth, exam results, attendance, photo, work assessment data, dates of attendance and absence information, ethnicity, health records/conditions (inc. mental health), doctor's details, behaviour record, special needs details, sex-related data, destination and employment, previous school, criminal convictions, National Insurance number, household situation, parental responsibility contacts, and next of kin and emergency contact details.

### **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.**

The College will keep some forms of information for longer than others. This will be determined by the type of data, the purpose for which it was processed, requirements of College funding agencies, and for historical and statistical processing.

The College will maintain records to support the principles of lifelong learning so we will keep your information as long as necessary to support this. We are also part funded by European social Funds so will keep information in accordance with these requirements.

Assessment data will be retained in accordance with individual exam awarding body requirements.

Elements of the learner journey data will be retained in accordance with the detailed asset logs.

### **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.

- Funding and record agencies – this includes the Education and Skills Funding Agency, Office for Students, Student Loans Company, and the Department for Education, The Learner Records Service. This allows us, and in turn our funding agencies, to claim funding for the education we provide.

- Local authorities and their partners – this includes Torbay Council, Devon County Council, and Plymouth City Council. Some local authorities contract out their services, for example to Careers South West and information will be shared with them. This information is shared to help ensure we are admitting you onto the correct course and providing the services we should.

### **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: name, address, date of birth, funding eligibility information, enrolment information, bank details, attendance, library resource bookings, and payment history.

### **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,

### **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.**

Generally, we will keep your information for a minimum of 6 years.

To comply with European Social Fund requirements, project and student information relating to the submission of records through the Individualised Learner Record file, predominantly paper enrolment forms and EBS records will be retained according to the published ESF guidance.

Specifically, enrolment information and all ESF documentation during the period of 2000 to 2006 will be retained until at least 1/2/2021; and enrolment information relating to the period 2007 to 2013 will be retained until at least the end of 31 December 2022 or unless otherwise advised by the ESF Managing Authority; and enrolment information relating to the period 2014 to 2020 will be retained until at least the end of 31 December 2030 or unless otherwise advised by the ESF Managing Authority.

### **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.

- Local authorities and their partners – this includes Torbay Council, Devon County Council, Careers South West
- NHS and other health services – this includes GPs, CAMHs
- The police and other enforcement agencies – there may be legal and legitimate reasons we share information with these agencies to protect you or others
- Health and wellbeing charities – this includes The Children’s Society Checkpoint

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

- Contracted services – this includes Stagecoach and PayMyStudent to help us administer your travel and bursary information. We may also share your information with debt recovery companies and their legal partners to help us recover monies we are owed.

### **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 and assessment purposes), the work that you create (written, voice or image), your ambitions, attendance, course information, and previous qualifications. In addition, when you use the IT systems we provide you with access to, we will process the data you input including the sites you visit.

We will use your information for the purposes of teaching you and measuring your achievements, and processing your bursary claims.

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

We will use your information for the purposes of teaching you and measuring your achievements.

### **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.**

The College will keep some forms of information for longer than others. This will be determined by the type of data, the purpose for which it was processed, requirements of College funding agencies, and for historical and statistical processing.

The College will maintain records to support the principles of lifelong learning so we will keep your information as long as necessary to support this. We are also part funded by European social Funds so will keep information in accordance with these requirements.

Assessment data will be retained in accordance with individual exam awarding body requirements.

Elements of the learner journey data will be retained in accordance with the detailed asset logs.

IT systems data will only be kept for the duration of your studies and may be deleted on an ongoing basis for maintenance purposes.

### **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.

- Funding agencies – this includes the Education and Skills Funding Agency, Office for Students, Student Loans Company, and the Department for Education. This allows us, and in turn our funding agencies, to claim funding for the education we provide.

- Local authorities and their partners – this includes Torbay Council, Devon County Council, and Plymouth City Council. Some local authorities contract out their services, for example to Careers South West and information will be shared with them. This information is shared to help ensure we are admitting you onto the correct course and to meet their legal requirements.
- Awarding organisations – this includes City & Guilds, OCR, Pearson, Ascentis, University of Plymouth. We share the information so they can formally accredit your learning and achievements.

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

Contracted services – this includes Stagecoach and PayMyStudent to help us administer your travel and bursary information

### **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 and year group.

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

We will use your information to share information that we believe will help you to progress your education achievements or to secure employment, which may be of interest based on your previous studies, and to market our college.

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 messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent. This will include the use of photos in our printed and online content.

#### **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 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.

- Local press – this includes the Herald Express where we would like to share your success with them for publication.

- National and regional education awards – this includes the Association of College where we would like to share your success with them to help us win awards and receive recognition from external bodies.

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

- Marketing and publication companies – we may use these to design and print our prospectus and other marketing material

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

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

### **Computer and IT equipment usage**

We keep an eye on how you use the College's equipment and computers 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.

We set up and maintain college email accounts for students and we may monitor how these are being used because we have a legal obligation to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly.

We may collect moving and static images of you on our CCTV systems and these are processed to ensure your safety and to investigate incidents where it is appropriate to do so. These images are kept for no more than 30 days unless they form part of an investigation where they will be kept until the investigation and outcomes are complete.

We may share the personal information with others to safeguard you, as above.

We may also share your personal information with third parties who provide services to the College such as IT maintenance and security, and related software.

### **Safeguarding, prevent and child protection**

Throughout your educational journey with us, we will collect your personal details including name, address, data of birth and any other information we feel necessary to safeguard you.

This information will be used to help ensure that you are safe from harm whilst you are a student.

Generally, the information is processed as part of our legal obligation and 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 legal obligation or a substantial public interest for us to do so.

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

- Local authorities and their partners – this includes Torbay Council, Devon County Council, Careers South West
- NHS and other health services – this includes GPs, CAMHs
- The police and other enforcement agencies – there may be legal and legitimate reasons we share information with these agencies to protect you or others

- Health and wellbeing charities – this includes The Children’s Society Checkpoint

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

### **Your rights over your personal information**

You have a number of rights over your personal information, which are:

- 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/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information 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 information in a structured, commonly used, machine readable format.

### **Changes to our privacy policy**

- We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.