

Privacy Notice for Students

Version	0.1 - Draft
Last Revision:	July 2018
Revised by:	Russ Bevan
Approved by CMT:	Expected September 2018

Contents

How we use your personal information	3
The information that you give us.....	3
The uses made of your personal information	4
The legal basis on which we collect and use your personal information	4
How long we keep your personal information.....	4
How we share your personal information	5
How we transfer your personal information outside Europe	5
How we monitor your use of the College's IT systems.....	5
Automated Decision Making using your Data.....	6
Your rights over your personal information.....	6
Changes to our privacy policy.....	6

How we use your personal information

We are **Herefordshire & Ludlow College**.

Our address is **Folly Lane, Hereford, Herefordshire, HR1 1LS**

We are the data controller of personal information about you.

Our Data Protection Officer is Edward Gwillim, and our Deputy Data Protection Officer is Russell Bevan.

The college is registered with the Information Commissioners Office (ICO), and our registration reference is **Z8678471**

If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at dataprotection@hlcollege.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.

This policy relates to information collected by all college departments.

The information that you give us

From your initial enquiry and until you complete your studies at the college, we are collecting your personal information. The personal details we collect include:-

- Access to college IT equipment
- Accident Records
- Assignments
- Attendance
- Bank Details
- Behaviour Record
- Biometric Data (Thumb Print).
- Building Access
- CCTV Images
- Contact Details (Email, Telephone, Mobile)
- Data Input Or Stored On College Managed Computers And Services
- Date Of Birth
- Doctor's Details
- Education Records
- Employer Information
- Ethnicity
- Exam And Test Results
- First And Second Language
- Funding Information
- Genetic Data
- Health Information
- Home Address
- Internet Activity On The College Network, Including Wi-Fi
- Next Of Kin
- Photographs
- Pre-Payment Cards
- Religion
- Sex-Related Information
- Siblings
- Special Needs Details
- Sports Team Membership
- The work that you create
- Union Membership
- Work Assessment Data

The uses made of your personal information

We will use your information to manage and administer your education. This includes:-

- For communicating with you,
- For dealing with admissions,
- For putting together reports and registers,
- For sending event invitations,
- Putting together class lists,
- To allocate you to the correct classes for assessments,
- To be able to tell other future educational establishments and future employers your attendance dates if you leave.
- To check entrance exam results,
- To consider whether special provision or assistance is required for exams and visits
- To consider whether to offer you a place
- To create references
- To identify students who do not wish to appear in marketing photographs.
- To make arrangements for exams or visits,
- To mark your work
- To assist in the investigation of crimes.
- To satisfy our legal requirements to government agencies.
- To send you information on other related courses.

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.

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

Due to legal requirements imposed on us by the Department for Education and other Government agencies, some of your data may be kept for up to 14 years after you complete your course.

How we share your personal information

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

Organisation / type of organisation:	Purpose
Awarding Bodies and Examination Boards, these include "City & Guilds", "Edexcel", NCFE CACHE, IMI, VTCT, AAT, OCR, AQA, WJEC, CMI and OCNWM	Assessment, Approval and issuing of qualifications
HM Government, including Department for Education, HM Revenue and Customs, Home Office.	Legal requirement.
Trade Bodies such as The Worshipful Company of Blacksmiths, The Worshipful Company of Farriers, Gas Safe Register	Assessment, Approval and issuing of qualifications
Police	For investigation of unlawful activity
NHS, Ambulance Service, Fire Service, HSE, Social services	For your well-being, investigation of incidents and Safeguarding.
Local Authorities	Legal requirement, Benefit requests, Safeguarding
Previous Educational Establishments	To enable schools to meet their legal requirements to show "destination" data.
Universities, Colleges and potential employers	Reference requests and other information to assist you in your future studies or career.

Our main awarding body is "City & Guilds", their privacy statement is available at www.cityandguilds.com/learner-policy

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

Organisation / type of organisation:	Purpose
IT Systems providers such as Microsoft (Office365), Capita (Library System), BKSB (Assessment), MyConcern (Safeguarding), Onefile (Assessment records), Ecordia (Assessment records)	To provide you the IT systems you need to study at college.
In-house Service Providers such as Chartwells (Student catering)	Management of free school meal entitlement or Student reward schemes
Sub-Contract Education Providers	To enable them to provide suitable courses to meet your educational needs.

How we transfer your personal information outside Europe

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

How we monitor your use of the College's IT systems

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. Please be aware that our internet web filtering system can decrypt secure traffic for the purpose of ensuring safe and legal usage of our IT systems.

If you want to browse the internet privately, you will need to use your own devices, which are not linked to the College's network or internet connection.

Automated Decision Making using your Data

We do not use any automated decision making systems in processing your personal information.

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 information 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 published on the College Noticeboard, Website and Moodle.