

RUNSHAW COLLEGE

Privacy Notice – Students

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| APPROVED BY: Data Protection Working Group | AUTHOR: Alex Harding | |
| DOCUMENT OWNER: Data Protection Officer | POSITION: Data Protection Officer | VERSION: 2.1 |
| LAST UP-DATED: Feb 2022 | REVIEW DATE: Feb 2025 | |

1 Introduction

- 1.1 Runshaw College values the rights and privacy of all staff, students, parents/guardians, volunteers, contractors, suppliers, consultants and visitors who are directly affected by its activities or sites.
- 1.2 This privacy notice sets out how the College may collect and use the personal information collected from or relating to students.
- 1.3 In accordance with the UK General Data Protection Regulation & Data Protection Act 2018, the College aims to:
 - Be open with people about how we use their information.
 - Keep information no longer than is necessary.
 - Make sure information is accurate.
 - Ensure that information is held and processed securely.
 - Understand the information it holds, and what can be done with it (such as sharing)
 - Recognise a Data Breach and handle it accordingly.

2 Categories of Personal Information

- 2.1 The college may collect or acquire information relating to students, roughly categorized as:
 - Personal Information (such as name, unique learner number, date of birth, address).
 - Characteristics (such as ethnicity, nationality, country of birth, eligibility for free college meals).
 - Attendance Information (such as classes attended, number of absences, absence reasons).
 - Performance Information (such as assignment grades, examination marks, reports and references).
 - Destination Information (such as University, employment, training & apprenticeships).
 - Service Usage (such as internet history, print logs, browser cookies, library loans, study zone usage, Runshaw Dining & Print Shop purchases, trips & visits booking, membership card services).

- Health & Wellbeing / Medical Information (such as medical conditions, first aid records, accident reports, RIDDOR and related potential civil claims).
- Safeguarding of Young People & Vulnerable Adults (DBS check details for relevant work experience e.g. Health & Social Care)
- Special Educational Needs Information (such as disabilities and learning difficulties, support needed, examination arrangements).
- Behavioral Information (such as concerns, warnings, suspensions and exclusions).
- Likeness/Biometric Information (such as identifiable CCTV images and ID card photos).

3 Why We Collect and Use Information

3.1 Students

- To support teaching and learning.
- To monitor and report on progress and engagement.
- To provide appropriate pastoral care.
- To assess the quality of our services.
- To comply with legislation regarding data sharing.
- To comply with relevant funding regulations.
- To comply with grant funding response requirements (such as LEP)

4 The Lawful Basis for Which We Carry Out Processing

4.1 A number of legislative and regulatory requirement mandate our collection of student data. We collect and use student information under the provisions of:

- The Education Act 1992.
- The Education Act 2002.
- The Education and Skills Act 2008.
- The Education (Fees and Awards) (England) Regulations 2007.
- The Education (Student Loans) Regulations 2007.
- The Disability Discrimination Act 1995.
- The Equality Act 2010.
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (2013).
- The Children and Families Act 2014.
- The Safeguarding Vulnerable Groups Act 2006
- The Children and Social Work Act 2017

4.2 Whilst the majority of student information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform students whether they are required to provide certain information or whether there is choice.

4.3 The General Data Protection Regulation sets forth a number of legal basis' for processing personal information.

4.4 The College will process Personal Information under a number of these grounds:

- Consent (Art. 6.1.a).
- Performance of a contract (Art. 6.1.b).
- To comply with a legal obligation (Art. 6.1.c).
- Protecting your vital interests (Art. 6.1.d).
- Performing tasks carried out in the public interest (Art. 6.1.e).

- Performing tasks within the legitimate interests of the college (Art. 6.1.f).
- Automated decision making (Art 22.2.a)

4.5 In addition, the College will process Sensitive/Special Categories of Information where:

- Consent has been given (Art. 9.1.a).
- Tasks are performed for reasons of public interest (Art. 9.1.g).

4.6 The College recognizes that a number of the grounds set forth in 4.4 and 4.5 will overlap, and we may rely on multiple grounds to justify lawful processing.

5 Legitimate Interests for the Processing of Personal Information

5.1 In some circumstances, the College will process Students personal information for the purposes of its legitimate interests.

5.2 The College's Legitimate Interests necessitate processing for:

- The Safety and Security of the College, its Staff, Students and Visitors.
- Information Security.

6 Sources of Personal Information

6.1 The majority of information processed by the College will be collected directly from the Data Subject during Application, Enrolment or whilst the Student is on programme.

6.2 As laid out in the Application form, the College may also take up references from previous institutions, as well as collect performance and pastoral information from these organisations.

6.3 In some circumstances, the Local Authority, NHS Trusts, Local Police and Government Agencies may also provide information which becomes part of a Student's record.

7 Failure to Provide Information

7.1 The majority of Information Collected from our in relation to Students is carried out during the Application and Enrolment processes and forms part of the Learning Agreement.

7.2 Due to the nature of the Funding Agency requirements, failure to provide information may result in a short-fall in funding for an individual Students place. In these circumstances, the College reserves the right to terminate study or seek to recover funding directly from the Student in line with the Fees Policy.

This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

8 Storing Information

8.1 Normally we hold student information for Six Years following the end of the academic year in which a student's studies are completed.

8.2 Where we engage in the delivery of provision part funded by the European Social Fund, we are mandated to keep information for Twenty Years following the end of the academic year in which a student's studies are completed.

8.3 Should a student return to study during the relevant period, their record will be continued and erasure will take place as per the appropriate timescale following the conclusion of their latest studies.

8.4 Anonymized information may be held for an extended time period in order to provide statistical analysis and in line with Local Enterprise Partnership return requirements for the maintenance of grant funding.

8.5 In certain circumstances, the College may be required to keep full or partial Student records in order to meet its safeguarding obligations. If this is the case, information will be kept for up to Twelve Years following the end of the academic year in which the student's studies are completed.

9 Retention of Information

9.1 In line with Funding Agency requirements and supporting legislation, Student records will be kept for a period of either Six Years (ESFA) or Twenty Years (ESF) following the final year of study.

9.2 Further Information can be found within the College's Archive and Data Retention Guidelines. This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

10 Security

10.1 The security of the College's systems which process and store data are regularly reviewed in accordance with the requirements set out in the Information Security Policy. This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

11 Who We Share Student Information With

11.1 The College routinely shares student information with:

- Partner High Schools.
- Our Local Authority (Lancashire County Council).
- Student's Local Authorities (If different to ours).
- The Department for Education (DfE).
- The Department for Work and Pensions (DWP).
- The Education and Skills Funding Agency (ESFA).
- Higher Education Funding Council England (HEFCE).
- The University and Colleges Admissions Service (UCAS).
- Awarding Bodies for Qualifications
- Other Education Providers (e.g. Universities) – References
- Employers – References/Work Experience
- Agreed family members (such as Parents)
- Providers of Selected Educational Software Tools
 - Turnitin
 - Kerboodle / Oxford University Press
 - Pay My Student
 - OneFile
 - Hertitage Cirqa / IS Oxford

12 Why We Share Student Information

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

- 12.2 We share students' data with the Education and Skills Funding Agency and the Higher Education Funding Council on a statutory basis. This data sharing underpins our funding and monitoring.
- 12.3 We are required to share information about our students with our local authority in order for them to carry out their statutory duty regarding the participation of young people in education or training.
- 12.4 We will share information regarding attendance and fees with the Student Loans Company in order to maintain and evidence eligibility.

13 Withdrawing Consent

- 13.1 Where information has been provided on the basis of consent, you have the right to withdraw that consent.
- 13.2 Current students wishing to withdraw consent should consult their Programme Office or Pastoral Mentor who will direct the request to the relevant team.
- 13.3 In all other instances those wishing to withdraw their consent should contact the Data Protection Officer, whose details can be found below.

14 Third Country Transfers

- 14.1 The College may transfer your personal information to third-countries, only when these meet the adequacy requirements set out by UK GDPR. For other third-countries should the need arise for this to take place we will endeavor to inform you along with information related to safeguards in place.

15 Data Controller

- 15.1 The Data Controller for information we process is Runshaw College unless otherwise stated.
- 15.2 Our postal address is:

Runshaw College
Langdale Road
Leyland
PR25 3DQ

16 Questions or Concerns about Personal Data

- 16.1 If you have any questions or concerns about the College's collection, use, or disclosure of personal information, please email the College's Data Protection Officer:

DataProtectionOfficer@runshaw.ac.uk

- 16.2 You can also contact the College's Data Protection Officer by writing to:

The Data Protection Officer
Runshaw College
Langdale Road
Leyland
PR25 3DQ

17 Data Protection Policy

- 17.1 Further information regarding the College's use of student information can be found by reviewing the Data Protection Policy.

17.2 The College's Data Protection Policy can be found at:

<https://www.runshaw.ac.uk/college-policies/>

18 Your Rights

18.1 Under the General Data Protection Regulation, students have under certain circumstances a number of rights.

18.2 Students may have the right to:

- Access information held about them by the College.
- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purposes of direct marketing.
- Object to decisions being taken by automated means.
- Have inaccurate data rectified, blocked, erased or destroyed.
- Claim compensation to damages caused by a breach of the General Data Protection Regulation.

18.3 In order to exercise your rights regarding personal information, please contact the College's Data Protection Officer using the details found above.

19 Complaints

19.1 If you have a complaint about the way the College is collecting or using personal data, we request that you raise your concern with the College's Data Protection Officer in the first instance.

19.2 Alternatively, you may follow the guidance available in the Complaints Policy which can be found by visiting:

<https://www.runshaw.ac.uk/college-policies/>

19.3 Alternatively, you can contact the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

20 Data Collection Requirements

20.1 To find out more about the data collection requirements placed on us by the Education and Skills Funding Agency, please visit:

<https://www.gov.uk/government/publications/advice-individualised-learner-record-ilr-returns>

20.2 The Education and Skills Funding Agency publish a privacy notice which can be found by visiting:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

21 Children

21.1 The college does not knowingly solicit information from children under the age of 13 or send them requests for personal information.

22 Changes to This Privacy Notice

22.1 From time to time, the College may review the contents of this Privacy Notice. The latest version of this Privacy Notice should always be found by visiting:

<https://www.runshaw.ac.uk/college-policies/>

23 Related Policies

Data Protection Policy
Information Security Policy
Archive and Retention Policy
Privacy Notice – Staff
Privacy Notice – Parents/Guardians

Document Control

Document Identifier

Student Privacy Notice

Distribution List

| Name | Title | School/Function |
|-----------------------------|-------------------------|--------------------------|
| Alex Harding | Data Protection Officer | IT Services & Facilities |
| Kevin Chadwick | Deputy DPO | QMIST |
| GDPR-Working Group | | Functions |
| SMT- Facilities & IT | | SMT |
| IT Services Leadership Team | | IT Services |

Version History

| Version | Reference | Date | Author | Comments |
|---------|-----------|------------|----------------|--------------------------------------|
| 0 | IM-9515 | 24/02/2018 | Alex Harding | Initial draft. |
| 0.1 | IM-9515 | 16/04/2018 | Alex Harding | Updates following GDPR WG |
| 0.2 | IM-9515 | 27/04/2018 | Kevin Chadwick | Updates following further review. |
| 0.3 | IM-9515 | 29/04/2018 | David Sharrock | Expanded Health & Wellbeing/Medical. |
| 1 | IM-9515 | 30/04/2018 | Alex Harding | Added related policies. |
| 2 | DP-284 | 08/12/2019 | Alex Harding | First Review & Updates. |
| 2.1 | IM-70266 | 06/03/2022 | Alex Harding | Minor Updates Second Review |