

West Thames College Student Privacy Notice

Privacy Notice (How We Use Student Information)

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018 ("DPA 2018") and explains how West Thames College collects, uses and shares your personal data and your rights in relation to the personal data we hold. This Privacy Notice concerns our processing of personal data of past, present and prospective students of West Thames College.

How We Collect Your Information

West Thames College may collect your personal data in a number of different ways:

- from the information you provide to us before joining the college, as part of your enquiry and application.
- when you enrol to study at the college and complete an enrolment form and documentation related to our admissions process.
- when you communicate with us by telephone, email or via our website to make enquiries or raise concerns.
- from third parties including your previous school or college who may provide a reference about you.

The Categories of Student Information We Collect, Hold and Share

We may collect the following types of data about you:

- **Personal Information:** name, unique learner number, home address, email address, telephone number, date of birth, siblings, first and second language, relevant medical information (including information relating to your mental health), information concerning dietary needs, special educational needs information, childcare provision, education and employment history, schools and other colleges attended, courses completed, dates of study and examination results, union membership and sports team membership.
- **Characteristics:** ethnicity, language, nationality, religion or similar beliefs, sexual orientation, country of birth, free school meal eligibility, information about your family and personal circumstances, sensitive personal data about criminal convictions and offences.
- **Attendance & Assessment Information:** sessions attended, number of absences, reasons for absence, behavioural information, information on disciplinary matters and exclusions, assessment and progress records, learning support requirements, academic and extra-curricular interests, details of examinations taken, predicted and actual examination grades.

Why We Use This Information

West Thames College collects and uses student data:

- to support student learning.
- to monitor and report on student progress.
- to provide appropriate pastoral care and welfare services and support
- to assess the quality of our services
- to maintain our Alumni network
- to comply with the law regarding data sharing

The Lawful Basis On Which We Use This Information

The purposes for which we may use personal data, including sensitive personal data, we collect during a student's association with us include:

- recruitment and admissions
- provision of academic, teaching and learning services
- library and ICT services
- student support services
- finance, fees, scholarships and bursaries

- administrative purposes, including: statistical analysis, audit, health and safety, promoting college services, grievance and discipline, quality improvement and complying with the law regarding data sharing.

We may process your personal data because it is necessary for the delivery of your education or to enable the college to provide services at your request prior to joining the college. In this respect we use your personal data for the following:

- to interact with you before you are enrolled as a student as part of the admissions process.
- when you have previously studied at the college, or commenced an application with us before, to send you information about the courses we provide on the basis of our legitimate business interests.
- to offer you an opportunity to agree to receive marketing information when your details are first collected and in subsequent communications. All marketing we carry out will be on the basis of consent.
- once you are enrolled, to provide you with the services set out in your Learning Agreement.
- to deal with any concerns or feedback you may have
- for any other purpose for which you provide us with your personal data

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for a third party's legitimate interests. (e.g. compliance with the terms of the 1996 Education Act). In this respect we may use your personal data for the following:

- returns to the Learning Records Service (LRS) to obtain or update a Unique Learner Number (ULN) and Personal Learning Record (PLR).
- returns to the ESFA for Individualised Learner Record (ILR) funding and other statistical purposes
- to provide you with educational services which may not be set out in your Learning Agreement but which are nevertheless a part of our academic and educational mission;
- to monitor and evaluate the performance and effectiveness of the college, including by training our staff or monitoring their performance;
- to promote equality and diversity throughout the college
- to seek advice on our rights and obligations, such as where we require our own legal advice
- recovering money you owe to us

We may also process your personal data to comply with our legal obligations. In this respect we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as Safeguarding requirements.
- in order to assist with investigations, including criminal investigations, carried out by the police and other statutory bodies.

We may also process your personal data where:

- it is necessary for medical purposes.
- it is necessary to protect you or another person's vital interests; or
- we have your specific, or where necessary, explicit consent to do so.

Collecting Student Information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR and DPA 2018, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing Student Data

Subject to any other notices that we may provide to you, West Thames College may retain your data after your association with us has come to an end, as required by funding, regulatory and awarding organisations. However, some information may be retained indefinitely by us in order to maintain your academic record for archiving.

Who We Share Student Information With

West Thames College routinely shares information with:

- previous schools that students attended
- colleges, universities or training providers that students attend after leaving us
- support agencies providing student support services, including counselling, mental health and Safeguarding agencies.
- our local authorities
- the Education and Skills Funding Agency (ESFA)
- the Department for Education (DfE)
- Government departments and agencies where we have a statutory duty to provide information, such as the ESFA, the Home Office, Council Tax and Electoral Registration Officers
- the Office for Students
- the European Social Fund
- internal and external auditors
- crime prevention or detection agencies
- parents and carers where there is a legitimate reason for disclosure
- the NHS

Why We Share Student Information

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring.

We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Education and Skills Funding Agency and the Office for Students.

Data Collection Requirements

To find out more about the data collection requirements placed on us by the Department for Education, for example via the college ILR returns, go to <https://www.gov.uk/education/data-collection-for-further-education-providers>

Automated Decision Making

We do not make any decision about you based solely on automated decision making.

Youth Support Services – Students Aged 16+

West Thames College will share certain information about students aged 16+ with our local authority and provider of youth support services as they have responsibilities in relation to the education and training of 13-19 year olds under Section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers

For more information about services for young people in the area we serve, please visit the relevant local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools and colleges in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of services including schools, colleges, local authorities and awarding organisations.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the ESFA Individualised Learner Record (ILR) return. Some of this information is

stored in the NPD. The law allows this in the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The Department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level of sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information to please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting Access to Your Personal Data

Under data protection legislation, students and parents have the right to request access to their information. To make a request for your personal information, or to be given access to your child's educational record, contact studentdata@west-thames.ac.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have given your consent and wish to withdraw it please contact studentdata@west-thames.ac.uk

Where processing of your personal data relies on your consent and you later withdraw that consent, we may not be able to continue to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you have a concern about the way in which West Thames College is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to Your Personal Data

Please tell us about any changes to the information we hold about you, by contacting studentdata@west-thames.ac.uk

Contact

To discuss anything in this privacy notice, contact studentdata@west-thames.ac.uk