

PRIVACY POLICY – COLLEGE STUDENTS

NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are: Solihull College & University Centre. Our address is: Solihull College and University Centre, Blossomfield Road, Solihull, B91 1SB

Our Data Protection Officer is Sam Bromwich. 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 data.protection@solihull.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 notice sets out how we use your personal information as your education provider or when you apply for a job with us and in particular:

- **the information that you give us;**
- **the uses made of your personal information;**
- **the legal basis on which we collect and use your personal information;**
- **how long we keep your personal information;**
- **how we share your personal information;**
- **how we transfer your personal information outside of Europe; and**
- **your rights over your personal information.**

THE INFORMATION THAT YOU GIVE US

We will collect personal information from you when you apply for a course with us. This will include your: Name; address; phone number; email; date of birth; qualifications and/or expected grades; UK residency information, current/last school, course you wish to apply for, additional support needs/medical information, ethnic origin, gender, interests, work experience and future career plans.

We will collect personal information from you when you enrol and become a student at the College. This will be your: Name; date of birth; address; contact details; national insurance number; parent/guardian details (if under 18); emergency contact details; highest qualification; employment status and details (if applicable); your additional support needs(if applicable), for instance your educational health and care plan (EHCP), medical history; photo.

Whilst you are studying with us, in addition to information collected upon enrolment, we will hold the following information: as part of the delivery our courses to you, our staff will collect (eg for marking purposes) the work that you create and in addition, when you use the IT systems we provide you with access to, we will process the data you input; attendance information; progress reports; career plans; records of marked work and assessments; additional support needs and individual support plans and review notes; safeguarding records; pastoral records; medical information and risk assessments (eg relating to trips and visits off site); information around access to support services at the college; bank details; financial information; CCTV images.

THE USES MADE OF YOUR PERSONAL INFORMATION

We will use your information for the following purposes:

- To manage and administer your education.
This will include putting together class lists and registers, 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.
- To complete statistical returns for statutory bodies
- To teach you and measure your achievements
- To provide additional support and assistance
- To ensure your place at the College is appropriately funded or to receive payment from you and, if applicable, to make learner support fund payments to you
- To ensure the safety of students, staff and visitors to the College, for instance photo ID cards
- To manage and administer our alumni network

We treat your personal information with confidentiality and we do not use it for any other purposes.

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. If you are a higher education student or an adult on a fee paying course we process your data because of contractual necessity. We are also legally required to provide certain information to statutory bodies. Where we process CCTV images this is in the legitimate interest of keeping our buildings and campus grounds safe and secure for you.

Where that information is special category personal information we will process it because there is a substantial public interest for us to do so. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, genetic data, physical or mental health, sexual life or sexual orientation and criminal records. Where you provide information to us regarding medical condition(s), disability and/or additional needs, we will process on the legal basis of the public interest task of providing education to you. Recipients of this type of sensitive data will be on a need to know basis in order to implement the most appropriate support to you.

Where we share information about you to external agencies because of a safeguarding concern, this is done so in line with our duties under statutory safeguarding guidance (eg Keeping Children safe in Education)

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will not keep your personal information for longer than we need it for the purposes we have explained above.

We will keep your personal information for as long as you are a student with us and then after you leave, we will keep your personal information for 6 years.

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:

Organisation / type of organisation	Purpose
Education Skills Funding Agency (ESFA)	Legal requirement for funded courses
Office for Students	Legal requirement for courses
Awarding Bodies (eg Pearson, VTCT)	To process and administer your chosen qualification
Ofsted/QAA	Statutory inspection and monitoring
Higher Education Partner Institutions	To facilitate the appropriate administration of the course with the awarding body

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

Organisation / type of organisation	Service
One Team Logic (Software house)	Provision of MyConcern for secure logging of safeguarding referrals
Microsoft	Office 365 (email and collaboration services)
Auditors	Third party assurance on College practices
Tribal/OnTrack	To support and administer the College's social media platform for students
Smart Assessor	To provide e Portfolio access to apprentices
DevClever (Website provider)	For the purpose of processing your on line applications
Data Archiving Company (currently Boxit)	Paper based archiving and scanning of records
ALPS	Production of Target's and Value Added Data
Responsive College Unit (RCU)	Production of Statistical Data

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

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