



Issue Date: December 2023

Review Cycle (Years): Annually

Next Review Date: 5th December 2024

Person Responsible: Head of Governance

GDPR: PRIVACY NOTICE POLICY (STUDENTS)

APPROVAL/CONSULTATION REQUIREMENTS

| WHO BY | REQ? | DATE | WHO BY | REQ? | DATE |
|---|----------------------------|------|-------------------------|---------------------------------------|----------|
| SLT | Y <input type="checkbox"/> | | Corporation | Y <input checked="" type="checkbox"/> | 14-12-22 |
| Health-Safety Comm. | Y <input type="checkbox"/> | | Finance-Resources Comm. | Y <input type="checkbox"/> | |
| Trades Union | Y <input type="checkbox"/> | | Audit Comm. | Y <input type="checkbox"/> | |
| Education-Standards Comm. | Y <input type="checkbox"/> | | Remuneration Comm. | Y <input type="checkbox"/> | |
| POLICY LOCATION: Internal <input checked="" type="checkbox"/> (Sharepoint) External <input type="checkbox"/> (Specify options) | | | | | |
| Related Documents: | | • | | | |

1. NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

- 1.1 We are the data controller of personal information about you. We are Coventry College. Our address is: 50 Swanswell Street, Coventry CV1 5DG.
- 1.2 Our Data Protection Officer is the Chief Finance and Operating Officer. 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 50 Swanswell Street, Coventry CV1 5DG.
- 1.3 This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

2. INFORMATION THAT YOU GIVE US

- 2.1 As part of your admission to the College we may collect your personal details including:
 - name
 - address
 - date of birth
 - siblings
 - email address
 - parent/carer details
 - first and second language
 - work assessment data
 - dates of attendance
 - exam/test results
 - photograph
 - religion
 - ethnicity
 - health information
 - doctor's details
 - behaviour record
 - additional needs details

3. THE USES MADE OF YOUR PERSONAL INFORMATION

3.1 We will use your information to manage and administer your education. This will include:

- compiling class lists
- sending event invitations
- communicating with you
- dealing with admissions
- compiling reports and registers
- checking entrance exam results
- allocating you to the correct classes based on assessments
- recording your progress
- publicising the College's activities
- making arrangements for exams or visits
- making arrangements for industrial placements
- considering whether to offer places to students
- considering whether special provision or assistance is required whilst you are a student
- contacting your parent/carer about your attendance and progress
- informing your future education providers and employers about your attendance dates and programmes of study

4. WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS?

4.1 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. We may also prevent you from accessing some websites whilst on the College network. 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.

4.2 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.

5. THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

5.1 Generally, the information is processed as part of our public interest task of providing education to you.

5.2 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.

6. HOW LONG WE KEEP YOUR PERSONAL INFORMATION

6.1 We will not keep your personal information for longer than we need it for the purposes we have explained above. Details of how long we keep each type of information can be found in the College's retention schedule.

7. HOW WE SHARE YOUR PERSONAL INFORMATION

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

Purpose

- a) Fulfilling their statutory purposes
- b) Providing cashless services including catering
- c) Managing industrial placements
- d) Hosting of L6FC Moodle
- e) Monitoring of student achievement
- f) Provision of food vouchers

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

Organisation/type of organisation

- a) Educational sub-contractors
- b) Feeder schools and referring agencies
- c) NHS and health and medical service providers
- d) Education providers
- e) Examining bodies
- f) Examination Access Assessors
- g) Local authorities and partner agencies including the police
- h) Auditors
- i) Businesses

Service

- a) Providing education to students enrolled at the College
- b) Providing of support to potential students prior to enrolment
- c) Providing of support to students
- d) Providing of information to support a student with their future education
- e) Processing of exam entries and recording of achievements
- f) Assessment of examination concessions based on student need
- g) Protecting the safety and wellbeing of people including children and vulnerable adults where there is a potential risk of harm
- h) Auditing of the College's activities
- i) Providing of work experience and references

8. HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

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

9. YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

- 9.1 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

10. CHANGES TO OUR PRIVACY POLICY

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

11. REVIEW OF POLICY

- 11.1 The above policy will be reviewed by the relevant parties annually, or as required.

12. ENVIRONMENTAL IMPACT ASSESSMENT

- 12.1 The College is fully committed to the sustainability agenda.
- 12.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.
- 12.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

13. GENERAL DATA PROTECTION REGULATION (GDPR)

- 13.1 All policies which are approved by the Corporation are in line with our GDPR suite of policies and procedure.