



## **Privacy Notice for Students at the College**

## **Notice about how we use your personal information**

We are the data controller of personal information about you. We are Coventry College. Our address is: Henley Campus, Henley Road, Coventry CV2 1ED.

Our Data Protection Officer is Vice Principal Finance and Resources. 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 Henley Campus, Henley Road, Coventry CV2 1ED.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

Your personal information may be held in a number of departments within the College:

- Student Services
- Finance
- MIS
- Curriculum Departments.

### **STUDENT SERVICES**

This notice sets out how we use your personal information as a student 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 Europe;
- will we monitor your use of the College's IT; and
- your rights over your personal information.

#### *The information that you give us*

As part of your admission and enrolment to the College we may collect your personal details including: name, address, date of birth, siblings, email address, first and second language, work assessment data, dates of attendance, exam/test results, religion, ethnicity, health information, details of any criminal convictions, doctor's details, behaviour record, sex-related information, genetic data, special needs details and biometric data.

#### *The uses made of your personal information*

We will use your information to manage and administer your education. This will include putting together class lists, for 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.

*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.

*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.

The College's Data Retention Policy specifies the period for which personal information is retained.

*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:

Inspectors (for instance, Ofsted) and Statutory Agencies (for instance, police authorities, local authorities, government departments).

Purpose:

To comply with statutory and contractual obligations placed on the College (in fulfilment of our public interest task of providing education to you) by those bodies, to ensure that students are safe and secure and are safeguarded and to assist in crime prevention or criminal investigations.

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

Organisation / type of organisation:

Contractors, consultants, private companies

Service:

Procurement of educational support services.

*How we transfer your personal information outside Europe.*

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

## **MIS AND ADMINISTRATION**

This notice sets out how we use your personal information as a student 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 Europe;
- will we monitor your use of the College's IT; and
- your rights over your personal information.

*The information that you give us*

As part of our administration of the College we may collect your personal and educational details including: your name, address, email address, date of birth, exam results, attendance, union membership, sports team membership, sibling details, photo, first and second language, work assessment data, dates of attendance, religion, ethnic origin, health records/conditions (inc. mental health), details of any criminal convictions, doctor's details, behaviour record, special needs details and sex-related data.

*The uses made of your personal information*

We will use your information to manage and administer your education. This will include information for making registers, class lists, trip lists, communications, reports, employer information (for example for apprentices and day release students) and to identify pupils who cannot be used for marketing photos.

*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 or any criminal convictions) we will process it because there is a substantial public interest for us to do so.

*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.

The College's Data Retention Policy specifies the period for which personal information is retained.

*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:

Auditors

Purpose:

To demonstrate compliance with obligations placed on the College (in fulfilment of our public interest task of providing education to you) by funding agencies.

*How we transfer your personal information outside Europe.*

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

## **FINANCE**

This notice sets out how we use your personal information as a student 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 Europe;
- will we monitor your use of the College's IT; and
- your rights over your personal information.

*The information that you give us*

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, bank details,

*The uses made of your personal information*

We will use your information to ensure your enrolment at College is appropriately funded and to receive payments from you or make payments to you, as appropriate.

*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.

*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.

The College's Data Retention Policy specifies the period for which personal information is retained.

*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:

Auditors

Purpose:

To demonstrate compliance with statutory and contractual funding obligations, to demonstrate that public funds have been applied properly and to validate accounting entries in the statutory annual accounts.

*How we transfer your personal information outside Europe.*

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

## **CURRICULUM DEPARTMENTS**

This notice sets out how we use your personal information as a student 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 Europe;
- will we monitor your use of the College's IT; and
- your rights over your personal information.

*The information that you give us*

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

*The uses made of your personal information*

We will use your information for the purposes of teaching you and measuring your achievements.

*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.

*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.

The College's Data Retention Policy specifies the period for which personal information is retained.

*How we share your personal information.*

We may share the personal information that you give us with third parties who provide services to the College.

Organisation / type of organisation:

Contractors, Consultants and private Companies

Purpose:

To sub-contract the delivery of education or to procure services for quality assurance or quality improvement.

*How we transfer your personal information outside Europe.*

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

## **WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS?**

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.

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.

## **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 in writing or by email.