

## Privacy Notice – Carmel College.

**Data Protection Officer: Michelle Williams, Vice Principal (Finance Resources and Systems), Carmel College**

The College collects and processes personal data of students to enable us to provide Further and Higher Educational courses. Carmel College is committed to being transparent about how it collects and uses that data to meeting its data protection obligations under the **General Data Protection Regulation**. We are registered with the Information Commissioner’s Office (ICO) and our registration number is Z6391538. This Privacy Notice relates to our processing of personal data of past, present and prospective students.

### **What information does Carmel College collect?**

Carmel College collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth, gender, and photograph,
- information relating to your nationality, ethnic origin, native languages, religion or similar beliefs,
- information relating to previous education history including the last school or college that you attended and the courses that you completed, dates of study and examination results (including your Unique Candidate Identifier and Unique Learner Number),
- information about your family or personal circumstances, where this is relevant to the assessment of your suitability to receive a bursary, or in order to provide you with appropriate pastoral care including emergency contact information,
- sensitive personal data may be collected where it concerns your health and medical conditions or Special Educational Needs (examination arrangements and other learning support requirements),
- attendance information, including any cessation of learning data,
- records relating to your Study Programme, along with assessments of your work, progress on course, details of examinations taken, and your predicted and actual examination grades;
- learner feedback and information from focus groups to ensure that our educational provision is of high quality;
- data about engagement with and use of our services, examples being the library and careers, to improve the services we offer;
- photographs, and video recordings for the purpose of student assessment and examination, as well as college and course promotional activities when permission has been obtained;
- data relating to the use of assigned student email account and the college internet;
- collection of non-identifiable information to help enhance the experience of using our website and to help identify trends in its general usage.

Carmel College collects this information in a variety of ways.

Data is collected through the application process, through the enrolment process, and through telephone, email, or website when you communicate with us. It is also collected through study programme activities and through use of college IT systems. In some cases, Carmel College collects personal data about you from third parties, such as references supplied by your former school(s) or college(s), or information gained from activities such as work experience or academic pursuits.

### **Why does Carmel College process personal data?**

Carmel College needs to process data to effectively deliver your education. For example, it needs to process your data to provide the services set out in your Learning Agreement. In some cases, Carmel College also needs to process data to ensure that it is complying with its legal obligations. For example, the College is required to meet Keeping Children Safe in Education guidelines, and to comply with Health and Safety laws. In other cases, Carmel College has a legitimate interest in processing personal data before, during, and after the end of your time at College. The reasons to process student data include:

- running recruitment and admissions processes, including contacts prior to enrolment (N.B. the College does not employ automated decision-making systems nor employ profiling systems),
- organising and providing teaching and learning (e.g. organising classes, monitoring attendance, mapping progress, arranging academic support, obtaining student feedback),
- organising and providing pastoral support (e.g. offering careers and employability opportunities, promoting student welfare, dealing with concerns, noting student behaviour),

- providing safe access to IT, library facilities, and enrichment opportunities,
- carrying out administrative tasks, (e.g. organising and reporting on examinations, promoting college, monitoring equality and diversity, carrying out audits and research exercises),
- administering finance, including liaison with the Student Loans Company.

Where the College relies on legitimate interests as a reason for processing personal data, it has considered if those interests are overridden by the “rights and freedoms” of the individual and has concluded that they are not.

### **Who has access to your data?**

Your information will be shared internally with members of staff as required to provide an efficient and safe service.

Data returns may be made to third parties to whom we have a statutory obligation or to whom we engage to provide an education service. These may include: Education and Skills Funding Agency (ESFA) for College funding (ILR returns) and other statistical purposes; the Department for Education (DfE); the Learner Record Service (LRS); Local Authorities (LA); organisations chosen to monitor and evaluate the performance and effectiveness of the College; organisations who act to support us to ensure that our obligations under Keeping Children safe in Education are met; current or potential employers of students; schools/colleges for alumni purposes.

The current Video Surveillance Systems will be monitored as detailed in the CCTV Code of Practice. The College will not transfer your data to countries outside the European Economic Area.

### **How does the College protect data?**

Carmel College takes the security of your data seriously. There are internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. All college stakeholders have an obligation to follow the procedures devised to keep data protected. Policies can be found via our website: Data Protection, IT and Social Media Acceptable Use, Website privacy and cookie policies, or upon request from the College.

Where Carmel College engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the College keep data?**

Carmel College will keep some forms of information for longer than others. “Necessity” will inform data retention periods and will be reviewed in the light of best practice employed across the sector. The College will move towards a data storage period of six years after a student leaves the College. Some data will be kept for longer, or indefinitely, to enable basic academic records to be maintained.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your personal data;
- require Carmel College to change incorrect or incomplete data;
- require Carmel College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Carmel College is relying on its legitimate interests as the legal ground for processing; and
- ask Carmel College to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Data Protection Officer, Carmel College, Prescott Road, St Helens, WA10 3AG.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner (ICO).

### **What if you do not provide personal data?**

The majority of the personal data you provide is mandatory as it is necessary for the effective delivery of your educational experience and for the operation of College. We will therefore require this information before you enter into a Learning Agreement with College. If you are concerned about the provision or use of any information we have asked for please contact College for clarification.