

## Richmond Upon Thames College Privacy Notice for Students

### Notice about how we use your personal information

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

Which College Department would you like more information about?

- Admissions and Administration
- Finance
- Teaching and learning
- Alumni

### Admissions and support

#### The information that you give us

As part of your admission to the College we may collect your personal details including: name, address, date of birth, siblings, email address, first and second language, employment related data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor’s details, behaviour record, gender-related information, career status or special educational needs / additional learning support details.

#### How we use 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 support, and to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to evaluate whether additional funding support can be provided 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 keep your information for a period of 7 years in line with JISC recommendations, after which it will be destroyed.

#### 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:

- Your current school to enable your transition from school to College
- London Borough of Richmond Upon Thames Local Authority to arrange additional learning support that you may require or your Education Health Care Plan
- Your employer to organise the payment of course fees with your employer
- For Safeguarding related purposes to fulfil our safeguarding duty
- Public sector agencies (police, social services) for the prevention or detection of crime and the capture or prosecution of offenders

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

### **How we transfer your personal information outside Europe**

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

### **How will we monitor your use of the College's IT**

Users should be aware that their usage of IT facilities for Internet, and email will be monitored and, in some cases, recorded in line with the Human Rights Act 1998, Anti-terrorism, Crime and Security Act 2001, General Data Protection Regulation 2018, Regulations of Investigatory Powers Act 2000, and the Telecommunications (Lawful Business Practice) Interception of Communications Regulations October 2000, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, Keeping Children safe in education guidance 2016, and the 'Prevent duty' (section 26) within the Counter Terrorism and Security Act 2015.

## **Finance**

### **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: contact information, bank details where necessary, course information, funding information, your employer where necessary, Educational Healthcare Plan (EHCP) where applicable.

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

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you or your employer, to receive payment from funding agencies and local authorities, to make payments to our subcontracting partners, to make payments to suppliers (i.e. for trips, accommodation).

### **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 keep your information for a period of six years in addition to the current operating year. This is in order to comply with HMRC reporting requirements. By exception, we may keep information for the purposes of evidencing certain grants which we may receive from the European Social Fund for a period of up to ten years, as required by condition of grant funding.

### **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 - In order to provide audit evidence. Auditors will hold your information securely and treat it as confidential.
- Students' employers To ensure that correct payments are received from the Student's employer
- Funding agencies (i.e. ESFA, OfS) To receive payment from funding agencies
- Bristol City Council and other local authorities To receive payment for high needs income

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

### **Your rights over your personal information.**

You have a number of rights over the way that your personal information is processed and used. You have the right to access your information, the right to rectify any errors, the right to be forgotten, the right to restrict processing of your data, the right to data portability, the right to object and rights in relation to automated decision making. Please refer to the College's Rights of Individual Policy and Procedure for further details.

## **Alumni**

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

To maintain our Alumni network we collect and hold the following information about you: name, address, date of birth, former school, your destination information after leaving College (e.g. which employment, university or further study did you progress onto after leaving College), courses studied at College and your study related information at College (e.g. attendance, achievement).

### **How we use your personal information**

We will use your information to manage and administer our Alumni network. This will include keeping you informed about news and events at College, engagement opportunities with the College or further study options at College.

### **The legal basis on which we collect and use your personal information**

Generally, the information is processed on the basis of your consent.

### **How long we keep your personal information**

We will hold your information for a period of no longer than five years at the end of which you will be contacted to review your consent. If at any time you wish to change your preferences or stop receiving messages from College, you can do so by contacting the College's marketing department.

### **How we share your personal information**

We will not share your personal information without your consent.

#### **How long we keep your personal information**

We will hold your information for a period of no longer than three years at the end of which you will be contacted to review your consent. If at any time you wish to change your preferences or stop receiving messages from College, you can do so by contacting Marketing.

#### **How we transfer your personal information outside Europe**

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