



RICHMOND UPON THAMES COLLEGE PRIVACY STATEMENT

General

From time to time you will be asked to tell us personal information about yourself (e.g. name and email address etc.) in order to become a student or a client, or to use College systems and services. Our processing of your data is covered by our General Data Protection Policy.

How the College uses your information

The information will be used for purposes relating to education, training, employment, general advice services, well-being and research. The College may share non-sensitive personal information about you with other organisations, for example the Local Authority, for these purposes. We do not share your information for purposes that are incompatible, such as product marketing.

Sensitive personal information you provide (e.g. disability or ethnicity) may be used by the College for the purposes of monitoring equality of opportunities, support for your studies and to minimise risk. It may also be used anonymously for statistical purposes. The College will ask your permission before sharing sensitive information with other organisations, unless the sharing is permitted by law or is a necessary obligation.

How government departments use your information

We pass most of the information to government agencies to meet funding arrangements. The College is a Data Processor for the Education and Skills Funding Agency. This means that the College will pass most of the personal information and some of the sensitive information you provide to the Education and Skills Funding Agency (ESFA), and where necessary it is also shared with the Department for Education (DfE).

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. It is also used to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

The information provided may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and well-being. This will only take place where the sharing is in compliance with GDPR 2018.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

Further information about use of and access to your personal data, and details of organisations with whom the data is regularly shared are available

at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

The legal basis for collecting the information

Most of the information on the form is collected because it is necessary for your enrolment as a student or is required by law. You must provide it in order to enrol at the College.

The following information we are collecting based on your consent, and you may withdraw your consent without this affecting your status as a student: emergency contact details and parent/carer contact details.

Parents, carers and guardians

Under the GDPR and the Data Protection Act 2018, young people aged 16 and over can decide for themselves and give consent for the processing of their personal information. Parental consent is not required. There may be exceptions in regards of students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

The College has found that it is very beneficial to the young person's progress as a student if the College is able to engage with the parents (or guardian/carer). Therefore it is very important that we have the parents' details recorded on our systems.

When a student is in Further Education, parents/carers/guardians (or any other third party) are not automatically entitled to the student's information. We can only release information about our students if we have their consent for this to be recorded on the College system. Students are asked for their consent for sharing information with parents/others on the enrolment form or when enrolling face-to-face. Students can also inform the College later on of who the College may discuss their College matters with. Students may withdraw their consent the same way which they gave it.

In general, we can only share information if we have the person's consent, or there is a particular piece of legislation or agreement allowing us to share it without consent.

Websites and Cookies

This section applies to anyone accessing College websites.

A cookie is a small file, typically of letters and numbers, downloaded on to your device (e.g. your PC) when you access the College website. Cookies allow the website to recognise your device and so distinguish between the different users that access the site.

Session cookies will remember your selections as you browse the site. These cookies are for the browsing session and not stored long term. No personal information is collected by these cookies.

Google Analytics cookies help us to make the website better for you by providing us with user statistics, for example: which pages are the most visited; how a user navigates the site. No personal information is collected by these cookies.

You may delete or control the use of cookies through your browser settings.

During the course of your study you may be asked to use third party websites or services or access linked content (e.g. YouTube, Mahara) which may collect personal data about you. That site's own privacy notice will explain you how they use your data.

Responsibilities

The College as a corporate body is the data controller under the Data Protection Act, and the Corporation is therefore ultimately responsible for implementation.

Further information

If you have any questions about Data Protection at the College, please contact:

dpo@rutc.ac.uk

Data Protection Officer
Richmond Upon Thames College
Langhorn Drive
Twickenham
TW2 7SJ

If you have a data protection concern that cannot or has not been resolved by the College, you have the right to raise it with the [Information Commissioner's Office](#).

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.

Teaching and Learning

The information that you give us

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The uses made of your personal information

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

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How long we keep your personal information

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How we share your personal information

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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.

Richmond Upon Thames Privacy Notice for the General Public

This notice covers:

- visitors to the College
- suppliers to the College

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. These rights are set out in more detail below.

Please note that on occasions we may process “special categories” of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

Visitors to the College

The information we collect about you and why we collect it

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College. As a visitor (or contractor) you will be required to sign in at our reception, even if you are coming to a pre-arranged meeting. Your name, Company and vehicle registration will be recorded to enable a visitor/contractor pass to be issued. The information is used for safety and security.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.

If there is an accident or incident on College premises, we are required to collate and record details, in accordance with duties set out under the Health and Safety at Works Act. The detail required will be name, address and contact number. If there is an accident, further detail may be required to enable first aid to be administered by College staff. This could include outline detail of a medical condition, name or contact for a parent, guardian or carer. The College accident and incident recording system is part of our health, Safety and Wellbeing procedures under our H&S Policy.

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

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

We have a legitimate interest in wishing to interact with you to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

How long we keep your personal information

Visitor books/pages are retained until they are full. They are destroyed within a year of that completion.

CCTV records are over recorded on a 14 day cycle. The data is therefore held for an average of 14 days.

Accident and incident records are held for 5 years before deletion. However if the accident or incident is subject to insurance or further investigation, or subject to other Health and Safety legislations that require a longer retention, the records may be held in accordance with those extended requirements.

How we share your personal information

We may share the personal information that you give us with the following organisations UK emergency services and Insurance investigators

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this information.

Suppliers to the College

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our College may need.

The information we collect about you and why we collect it

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details. You may also be asked to provide details of your occupation and your CV.

In addition, where you visit a building we will collect and process the information set out in the "visitor to our College" section above.

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

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests. We have a legitimate interest in engaging and managing our suppliers; and to be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation. Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

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 Auditors to provide audit evidence. Auditors will hold your information securely and treat as confidential. We may also share your personal information with third parties who provide services to the College such as credit reference companies.

How we transfer your personal information outside Europe

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

Automated decisions we take about you

We do not make automated decisions using this personal data. Credit risk information obtained from a credit reference organisation will be further subject to our judgement before being used to make decisions.

YOUR RIGHTS

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;
- 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.