

PRIVACY POLICY - STUDENTS

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

1 Policy Statement

The College has a responsibility under the General Data Protection Regulations (GDPR 2018) to ensure the security and fair use of personal data. The College is committed to being transparent about the data that it collects and uses and to meeting its data protection obligations.

This policy is to help you understand how and why we collect your personal data, how we will use that data, and what rights you have over your data.

2 What is 'personal data'?

'Personal data' includes any information that the College holds about you which identifies you. This includes **basic information** such as

- your name
- your contact details
- your date of birth

sensitive information

- your ethnicity
- medical conditions you may disclose

Plus academic and pastoral information that we record during the application process and your time here, such as progress reports, attendance, and results.

Photographs and video recordings in which you appear are also personal data.

3 How does the College collect and use personal data?

Your personal data is collected in various ways.

- Your initial application. This provides much of the personal data we hold. We also collect further data directly from you at enrolment and during your time as a student at the College. This will include basic personal details such as
 - Name
 - contact details
 - date of birth
 - nationality
 - residency information
 - ethnicity
 - previous education
 - qualifications.
- You may also choose to disclose information on medical conditions, disabilities or learning difficulties you may have. We use this to help support your studies.

- Contact details for your parents/carers. We will check to ensure they are happy for us to keep this.
- Relevant staff will record data such as marks and grades, attendance, and welfare and behavioural information.
- From third parties such as parents/carers, your previous school/college, GP and other professionals, or local authority services such as Connexions.

Most of your personal data is held on WQE systems, and will be visible to relevant College staff. Access to more sensitive data will be restricted. We also keep paper copies of some data.

The following are examples of the different ways in which WQE uses your personal data. Our primary reason for using your personal data is to support your education.

- In a variety of different IT systems that helps administer your education and meet legal obligations from government organisations.
- Using your previous qualifications to determine whether you are qualified for the course on which you are enrolled, and to calculate your expected progress so that this can be tracked and monitored.
- Residency and age determines your eligibility to government funding for Post 16 education.
- Your contact details allow us to keep you informed about what you need to know relating to your education. In addition, we may contact you after you have left. This offers the opportunity to keep in touch with the College as part of our alumni organisation.
- Information on gender, ethnicity, postcode, and disability or health allows us to track the progress of different demographic groups for the purpose of equality monitoring and reporting.
- Medical information disclosed will only be shared with staff who need to know that information. This will include your teachers, Duty Managers and administrative staff, the Exams department (if you require special arrangements for exams), first aiders, and people who will offer you extra support.
- For some courses such as Drama, Music, Film and Media Studies and Sport courses, we may take photographs or videos as you play or perform as a necessary part of the course. If you have any concerns about this, you should address this with the relevant subject teacher.
- Whilst using College IT systems, we monitor your use of email, the internet and mobile devices. You have agreed to abide by WQE's IT Acceptable Use Policy.
- CCTV is used to ensure the campus remains a safe environment. CCTV is not used in private areas such as changing rooms.

4 Our legal grounds for using your data

This section describes the legal basis applied to processing your data.

Public task

The majority of your data will be processed under the public task basis. We are using your data to enable us to perform a public task, i.e. your education. Various aspects of this include:

- Administering and monitoring your education whilst at WQE
- Safeguarding and promoting your welfare
- Fulfilling the requirements of funding bodies, other government agencies, and awarding boards that certify qualifications
- Monitoring the College's performance to ensure we give you the best possible education

Legal obligation

It may be necessary for us to use your data to comply with a legal obligation such as reporting safeguarding concerns to Social Care or the Police. We may also disclose your information to the courts or the Police if they have requested this through their formal processes in connection with a specific crime or incident.

Vital interests

It may be necessary to use medical data held to support you in the case of a medical emergency. This may also prevent you from being seriously harmed or killed.

Special category data

We need to store sensitive data about you known as special category data, including your ethnicity and some medical information and we need a further legal basis for processing this.

Some of this data is processed under the substantial public interest basis in that we are required to share it with funding bodies and other government agencies to allow them to monitor their compliance with equalities legislation; we would not therefore be able to enrol you without it. We will use your data ourselves for the same purpose.

Your health data is processed on the basis of provision of health, social care or medical treatment, which enables us to use your data to provide appropriate support during the course of your education and in examinations. Medical data may also be used to protect your vital interests in the event of an emergency or in the event of a legal claim where it may be shared with our legal advisors and insurers.

Consent

Occasionally, we may collect data that you are not obliged to supply. In these instances we will explain this to you clearly and give you the opportunity to consent to its use. If you do consent, you can opt-out at a later date if you change your mind. We will stop processing your data at that point.

5 With whom does the College share your data?

We may share your data with various external agencies to allow us to administer your education

- the Education and Skills Funding Agency and Learner Records Service require this to fulfil our funding obligations
- awarding bodies require this so that we can enter you for examinations,
- local authority/Connexions so that they can track your education and progression destination
- your previous school/college to allow them to track your education and fulfil their statutory obligations. This will usually be limited to your results and your destination after leaving WQE
- university or other place of higher or continued learning, will receive a reference which will include comments from College staff. We may share information with such an organisation to enable them to support you and provide you with an education.

- a reference for employment and other opportunities if requested by you. You must specifically give your consent to the company that is asking for this.

We will share your data with relevant data processing agencies to allow us to analyse performance and make improvements to the College. This will include your gender, ethnicity and medical issues in order to allow monitoring of equalities.

We will share your name, date of birth, and contact details with relevant system providers to enable us to provide you with services such as learning resources, online payments and a WQE email account.

Occasionally we may use consultants, experts and other advisors to assist the College in fulfilling its obligations and ensure its effective operation. We may need to share your data with them if it is relevant to this work.

Where we do share data, we will do so securely and only where we have confirmation from the recipient that they will process your data securely, fairly, and in line with legislation. We will not send your data outside of the European Economic Area.

We will also share academic, pastoral, and behavioural information with your parents/carers so that they can support your education. If you are an Apprentice, we will also share this data with your employer.

6 How long do we keep your data?

We keep your information for as long as is required in order to educate and support you, and to ensure that our legal obligations are met. We need to ensure that we can provide you with certain services at the end of your period of study, such as employment and university references and confirmation of examination results. Normally, we will keep most records for seven years after the end of the year in which a student leaves, although some records maybe destroyed earlier where there is no good reason to keep them. Exact details are set out in our Data Retention Policy.

7 What decisions can you make about your information?

If any of your data is incorrect, you should ask us to amend it. In some cases we may require evidence of the correct information or may need to check in order to change it.

If you want to see what data we hold about you, you are entitled to request a copy, via the Data Protection Officer (contact details below).

You may, at any time, ask us to delete any information that we hold about you that we no longer need.

8 Further information, guidance and contact details

If you require further information about our use of your personal data, or if you have any concerns about how your data is being shared, please contact our Data Protection Officer:

DPO@wqe.ac.uk

If you are unhappy about the way we have used your personal data you should contact the Information Commissioner's Office: ico.org.uk