

PRIVACY POLICY – STUDENT APPLICANTS

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 such as

- your ethnicity
- medical conditions you disclose

additionally any notes made during the application and interview process.

3 How does the College collect and use personal data?

Your personal data may be collected through.

- Your WQE application. This provides most of the personal data held. You are encouraged to disclose information relating to medical conditions, disabilities or learning difficulties; we use this information to help support you.
- Contact details for parents/carers. We will check to ensure they are happy that we keep this.
- Your interviewer will record your interview discussion. This forms a record of why we have or may not have offered you a place at the College.
- Third parties such as parents/carers, your previous school or 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 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 process your application.

- In a variety of IT systems that help progress your application, prepare for your enrolment, and to meet our legal obligations to government organisations.

- Predicted and/or achieved qualifications to determine whether you are, or will be, qualified for the courses for which you have applied.
- Residency and age to verify your eligibility for government funding for Post 16 education.
- Gender, ethnicity, postcode, disability and health to track the application process of different demographic groups for the purpose of equalities recording and monitoring.
- Medical information disclosed will only be shared with staff who need to know that information. These will usually be staff supporting you during your interview and if/when you enrol.
- CCTV. This is to ensure the campus is a safe environment. CCTV is not used in private areas such as changing rooms.

4 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 the College to perform a public task, i.e. your education. Various aspects of this include:

- Administering and processing your application to study at WQE
- Fulfilling government requirements regarding the sharing of information between schools, colleges and local authorities.
- 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 process in connection with a specific crime or incident.

Vital interests

It may be necessary to use any medical information we hold to support you in a medical emergency or prevent you from being seriously harmed or killed.

Special category data

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

Some of this data is processed under the substantial public interest basis in that it is used to monitor our compliance with equalities legislation.

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

Consent

Occasionally, we will collect data that you are not obliged to give us. 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 will share your data with our local authority/Connexions service and with your previous school/college in order for them to ensure you are planning the next stage of your education and through this that they are fulfilling their statutory obligations.

We will share your name, date of birth, and contact details with various system providers to enable us to provide you with services such as learning resources, online payments and a WQE email account. Some of these services require setting up before you enrol.

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 information with your parents/carers so they can support your application.

6 How long do we keep your data?

We keep your data for as long as is necessary to process your application. If you enrol with us we will transfer your data to your student file. If you do not enrol at the College, we will keep your application form until we enrol in the following year, in case you re-apply. 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 we may need to check it to be able to change it.

If you wish 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 ask at any time that we delete any information held 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 you have 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 in which we have used your personal data you should contact the Information Commissioner's Office: ico.org.uk