



Privacy Notice for Students

Notice about how we use your personal information

North Shropshire College is the data controller of personal information about you.

Our Data Protection Officer is Suzanne Whitling, Interim Finance Director. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at s.whitling@nsc.ac.uk or at the College at Shrewsbury Road, Oswestry, SY11 4QB.

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

The information that we hold about you

As part of your admission to the College we may collect your personal details including: name, address, date of birth, phone number(s), email address, emergency-contact details, dates of attendance, exam/test results, ethnicity, health information, behaviour record, sex/gender information, special needs details.

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, bank details (if required).

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

The uses made of 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 to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, 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.

We may also use your information for safeguarding reasons and to keep you safe while at College,

We will use your financial information to ensure your place is appropriately funded, to pay you/receive payment from you.

We will use your information for the purposes of teaching you and measuring your achievements.

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 (i.e. sensitive) (e.g. medical information) we will process it because there is a substantial public interest for us to do so, and to fulfil our safeguarding duties.

Marketing

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. For all other contact relating to marketing you will only receive this if you choose to opt in.

How long we keep your personal information.

Your data will be retained for no longer than is necessary and in accordance with our Document Retention and Archive Policy. We retain student information in line with the legal duties we have, and also to enable us to provide references for students after they have left.

How we share your personal information.

Organisation	Purpose
Education and Skills Funding Agency (ESFA)	The government funds post-16 education through the ESFA and the college is obliged to return data about you and the courses you take to the ESFA. You can read the ESFA's own privacy policy at https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018
Examination Boards and Apprenticeship Certificates England	In order to enter you for examinations and receive results about your achievements, the college must supply the board(s) with data about you.
National Health Service - Safeguarding	In order to safeguard you while at college, we may, if your well-being is threatened, share data about your health. We use your photograph for an ID card so that we can ensure that unauthorised persons are not in the college.
Learning Records Service (LRS)	The LRS holds data about your qualifications and the college shares such data with the LRS for the purpose of administering your education and checking funding eligibility. You can read the LRS' own privacy policy at: https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice
Parents/guardians	If you are aged under 19 at the start of your course the college will normally share data about your progress with your parent(s) or guardian(s). Data may also be shared for safeguarding purposes.
Local Education Authority (LEA) and Schools	If you are a school leaver and under 18, the LEA is obliged to ensure that you are offered

	education and/or training. The LEA will need data from the college to carry out this duty. The college may also share destination and achievement data with your previous school.
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How we transfer your personal information outside Europe.

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

WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS?

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to keep you safe, and we also have a legitimate interest in making sure you are using our computer equipment for the purposes for which it is provided and that you are not looking at any inappropriate content (See the ICT User Policy).

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

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; and
- 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.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. The latest version will be available on the website at the following URL <https://www.nsc.ac.uk/student-services/college-privacy-policy/>