

Privacy Notice – Learners

1. Declaration

- Accrington and Rossendale College is the data controller of your personal data and is subject to the General Data Protection Regulation (the "GDPR").
- This Privacy Notice explains how Accrington and Rossendale College collects and use your personal data
- If you are asked to provide information to us, it will only be used in the ways described in this Privacy Notice.
- If you have any questions about this policy, please e-mail dpo@accross.ac.uk

2. What type of data do we collect about you?

We may collect a range of information including, but not limited to the following:

- your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance and your UK Residency status. We will also allocate you a unique learner number;
- information relating to your education and employment history, the school(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results.
- Information relating to attendance, assessments of your work, details of examinations taken, your predicted and actual examination grades and other information in your learner record;
- information about your personal circumstances;
- sensitive personal data, including:
 - information concerning your health and medical conditions (e.g. disability and dietary needs);
 - certain criminal convictions
 - information about your racial or ethnic origin;

3. How do we collect your personal data?

We may collect your personal data in a number of ways, for example:

- from the information you provide to us when you interact with us before joining, for example when you express your interest in studying at Accrington and Rossendale college;
- when you have completed an enrolment form;
- when you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- in various other ways as you interact with us during your time as a student of Accrington and Rossendale college;
- from third parties, for example from your previous, employers who may sponsor your studies or the Job Centre.

4. How do we use your personal data?

The purposes for which we may use personal data (including sensitive personal data) we collect during a student's association with us include:

- recruitment and admissions;
- academic matters, including:
 - the provision of our core teaching, learning and research services (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, graduation);
 - maintaining student records;

- assessing your eligibility for bursaries and scholarships, etc.
- providing library, IT and information services;
- non-academic matters in support of our core services, including:
 - providing student support services.
 - monitoring equal opportunities;
 - safeguarding and promoting the welfare of students;
 - ensuring students' safety and security;
- administering finance (e.g. fees, scholarships and bursaries);
- other administrative purposes, including:
 - carrying out statistical analysis;
 - carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
 - providing operational information (e.g. providing IT support, information about building closures or access restrictions on campus, or safety advice);
 - preventing and detecting crime;
 - dealing with grievances and disciplinary actions;
 - dealing with complaints and enquiries.
- to meet our legal and statutory duties and responsibilities
- to contact you in response to a specific enquiry

At no time will we assume your permission to use information that you provide for anything other than the reasons stated here.

5. Who do we share your personal data with?

We may disclose your personal information for legitimate purposes in the following circumstances to:

- our staff, agents and contractors where there is a legitimate reason for their receiving the information
- those with an interest in tracking student progress and attendance, including: student sponsors (e.g. the Student Loan Company);
- current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);
- government departments and agencies where we have a statutory obligation to provide information (e.g. Department of Education, the Educational and Skills Funding Agency (ESFA), the Office for Students and the Home Office (in connection with UK visas and immigration),
- Local Authorities as they have responsibilities in relation to the education of training Of 13 -19 year olds under section 507B of the Education act 1996,
- Council Tax and Electoral Registration;
- crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);
- parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- third parties conducting surveys.

6. International Transfers

We do not transfer any of your personal data to countries outside the European Economic Area.

7. Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details.

8. How we secure your personal information

We take precautions to protect personal information from loss, misuse, and unauthorised access, disclosure, alteration, and destruction. We have taken appropriate technical and organizational

measures to protect the information systems on which your personal information is stored and we require our suppliers and service providers to protect your personal information by contractual means.

9. How long your information is kept

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end. However, some information including core learner data, may be retained indefinitely by us for statistical purposes.

10. Your rights

You have the right to complain to the Information Commissioner's Office about the way in which we process your personal data. You also have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

11. Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer by email: dpo@accross.ac.uk; by telephone on 10254 389933; or by post: Data Protection Officer, Accrington and Rossendale College, Broadoak Road, Accrington, BB5 2AW