

Title: Privacy Statement – College Students

TYPE: Statement

PURPOSE: To identify use, storage and deletion of information held about College Students.

SCOPE: College Students

RESPONSIBILITY: Data Protection Officer

Notice about how we use your personal information

We are the data controller of personal information about you. We are: Solihull College & University Centre. Our address is: Solihull College and University Centre, Blossomfield Road, Solihull, B91 1SB.

Our Data Protection Officer is Sam Bromwich. If you have any questions about this statement or the ways in which we use your personal information, please contact our Data Protection Officer at data.protection@solihull.ac.uk

This privacy notice has been prepared in accordance with the UK GDPR (“GDPR”) and the Data Protection Act 2018.

This notice sets out how we use your personal information as your education provider or when you apply for a job with us and in particular:

- **the information that you give us;**
- **the uses made of your personal information;**
- **the legal basis on which we collect and use your personal information;**
- **how long we keep your personal information;**
- **how we share your personal information; how we transfer your personal information outside of Europe; and**
- **your rights over your personal information.**

The information that you give us

We will collect personal information from you when you apply for a course with us. This will include your: Name; address; phone number; email; date of birth; qualifications and/or expected grades; UK residency information, current/last school, course you wish to apply for, additional support needs/medical information, ethnic origin, gender, interests, work experience and future career plans.

We will collect personal information from you when you enrol and become a student at the College. This will be your: Name; date of birth; address; contact details; national insurance number; parent/guardian details (if under 18); emergency contact details; highest qualification; employment status and details (if applicable); your additional support needs (if applicable), for instance your educational health and care plan (EHCP), medical history; photo.

Whilst you are studying with us, in addition to information collected upon enrolment, we will hold the following information: as part of the delivery our courses to you, our staff will collect (e.g. for marking purposes) the work that you create and in addition, when you use the IT systems we provide you with access to, we will process the data you input; attendance information; progress reports; career plans; records of marked work and assessments; additional support needs and individual support plans and review notes; safeguarding records; pastoral records; medical information and risk assessments (e.g. relating to trips and visits off site); information around access to support services at the college; bank details; financial information; CCTV images. With the necessity for remote learning further to the COVID-19 pandemic, online lessons might be recorded and stored on internal student learning platforms such as Moodle.

The uses made of your personal information

We will use your information for the following purposes:

- To manage and administer your education.

This will include putting together class lists and registers, 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.

- To complete statistical returns for statutory bodies
- To teach you and measure your achievements
- To provide additional support and assistance
- To ensure your place at the College is appropriately funded or to receive payment from you and, if applicable, to make learner support fund payments to you
- To ensure the safety of students, staff and visitors to the College, for instance photo ID cards
- To manage and administer our alumni network

We treat your personal information with confidentiality and we do not use it for any other purposes.

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. If you are a higher education student or an adult on a fee paying course, we process your data because of contractual necessity. We are also legally required to provide certain information to statutory bodies. Where we process CCTV images this is in the legitimate interest of keeping our buildings and campus grounds safe and secure for you.

Where that information is special category personal information, we will process it because there is a substantial public interest for us to do so. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, physical or mental health, sexual life or sexual orientation and criminal records. Where you provide information to us regarding medical condition(s), disability and/or additional needs, we will process on the legal basis of the public interest task of providing education to you. Recipients of this type of sensitive data will be on a need to know basis in order to implement the most appropriate support to you.

Where we share information about you to external agencies because of a safeguarding concern, this is done so in line with our duties under statutory safeguarding guidance (e.g. Keeping Children Safe in Education)

It may be necessary for us to share contact and other relevant personal information as requested e.g. In the interests of maintaining public health reasons.

How long we keep your personal information

We will not keep your personal information for longer than we need it for the purposes we have explained above.

We will keep your personal information for as long as you are a student with us and then after you leave, we will keep your personal information for 6 years.

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 | Purpose |
|--|--|
| Department for Education | Legal requirement for funded courses |
| Office for Students | Legal requirement for courses |
| Awarding Bodies (e.g. Pearson, VTCT) | To process and administer your chosen qualification |
| Ofsted/HESA (Higher Education Statistics Agency) | Statutory inspection and monitoring |
| Higher Education Partner Institutions | To facilitate the appropriate administration of the course with the awarding body |
| Government Agencies / Public Health | To facilitate processes in relation to any pandemics or to provide data regarding infectious diseases. |
| Employers | To provide relevant data if course funded by employers |
| Local Authorities and Combined Authorities | To provide relevant data if course funded by the local authority. |

We may also share your personal information with third parties who provide services to the College:

| Organisation / type of organisation | Service |
|--|---|
| Safeguarding Software (currently One Team Logic) | Provision of MyConcern for secure logging of safeguarding referrals |

| | |
|---|---|
| Microsoft | Office 365 (email and collaboration services) |
| Purlos (Survey Education) | Provision of WhatsApp messaging to students and prospective students |
| Auditors | Third party assurance on College practices |
| Student Record System (Currently OneAdvanced) | Hosted student information to prove: BKS – Assessment tool Apprenticeship e-portfolio Education Analytics – Qualification Achievement Rates analysis |
| Hosted Website (currently DevClever) | For the purpose of processing your online applications |
| Data Archiving Company (currently Civica) | Paper based archiving and scanning of records |
| Responsive College Unit (RCU) | Production of Statistical Data |
| Supply Chain Sustainability School | Learning resource platform |
| Navigate | To record and administer student work experience and industry placement |
| Evolve | For the purpose of administering student trips, visits and guest speakers |
| Century Tech | For the purpose of enhancing student learning of English, maths and digital skills to increase their chances of making progress in GCSE's |

How we transfer your personal information outside of Europe

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

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.

Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to contact us

Please contact us if you have any questions about this privacy statement, or information we hold about you:

By email to data.protection@solihull.ac.uk or by writing to Solihull College & University Centre College, Blossomfield Road, Solihull B91 1SB

Changes to our privacy statement

We keep our privacy statement under regular review. The current version of our privacy statement will be published on our website.

| Author | Date Created | Approved By | Last Reviewed | Next Review Date |
|--------------|--------------|-------------|---------------|------------------|
| Sam Bromwich | June 2018 | Corporation | October 2025 | October 2028 |

Publication:

Staff Hub/Intranet: Y

Website: Y

Student Hub: Y