



Privacy Notice for Students

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[Privacy Notice introduction](#)

- This privacy notice explains how Holy Cross Sixth Form College and University Centre collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective students and applies to Sixth Form and University Centre Students and applicants.
- We are the data controller of personal information about you. We are Holy Cross Sixth Form College and University Centre, Manchester Road, Bury, Lancashire, BL9 9BB.
- Our Data Protection Officer is Tina Manning. If you have any questions about this policy or the ways in which we use your personal information, please contact us using the email dpo@holycross.ac.uk
- This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

How we collect your information

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 the college and complete and submit an application;
- when you enrol to study at the college and complete enrolment and other documentation related to our other admissions processes and procedures;
- when you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- In other ways as you interact with us during your time as a student of the college or the university centre, including surveys, enrichment activities and for the various purposes set out in this privacy statement.
- through your use of various college resources such as IT and library software and systems;
- the college CCTV systems and other college video equipment;
- From third parties, for example from your previous or current school/college/university or employer, who may provide references about our learners;
- after you leave the college we will contact you to collect information from you about your destination and progression outcomes

The types of information we collect

We may collect the following types of personal data about you:

- Your name and contact information such as address, email address and telephone number, as well as your date of birth, country of domicile and your nationality. We will also allocate you a unique student number and take your photograph.
- Information relating to your education/ employment history (where applicable), the school(s), and other colleges you have attended and places where you have worked, the courses you have completed, dates of study and examination results (including your Unique Candidate Identifier number – UCI, Unique Learner Number - ULN) . We will also keep records relating to assessments of your work, details of examinations taken, your predicted and actual examination grades and other information in your student record;
- Information on your car registration details
- Information about your eligibility for funding status
- Attendance information (such as sessions/ lessons attended, number of absences and reasons for absence)
- Destination and progression information after you have left the college.
- Data on the use of email and access to the internet and library resources
- Information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary and free school meal eligibility, or in order to provide you with appropriate pastoral care;
- Sensitive personal data and information about criminal records, including:
 - Information concerning your health and medical conditions (e.g. disability, learning difficulties and dietary needs);
 - Special Educational Needs (examination arrangements and other learning support requirements)
 - Criminal convictions and cautions;
 - Information about your racial or ethnic origin; native languages; religion or similar beliefs.

How we use information about our students

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 services (e.g. registration, assessment, attendance, managing and monitoring progress, student behaviour,

- examination entries and publication of results, celebrating learner successes, monitoring engagement with online learning and assignment submissions);
 - maintaining student records;
 - assessing your eligibility for bursaries and access to other sources of financial support;
- providing library, IT and information services;
- non-academic matters in support of our core services, including:
 - providing student support services (e.g. through Pastoral Support and Personal Development, Disability and Additional Learning Support, Careers and Employability Support)
 - monitoring equal opportunities;
 - safeguarding and promoting the welfare of students;
 - ensuring students' safety and security;
 - managing the use of social media and other marketing platforms e.g. the college website;
- administering finance e.g. fee, bursaries and student loans (HE only);
- other administrative purposes, including:
 - carrying out research and 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);
 - promoting our services (e.g. providing information and publicity about events happening on and off college premises);
 - preventing and detecting crime;
 - dealing with grievances and disciplinary actions;
 - dealing with complaints
 - dealing with enquiries;
 - assessing the quality of our services;
 - to comply with the law regarding data sharing;

The legal basis for processing

GDPR requires us to consider the legal basis on which we rely to process personal data. We use one of the following legal basis for our processing of personal information:

- Public interest
- Legal obligation
- Consent
- Vital interest

We process your personal data because it is necessary for the performance of our tasks carried out in the public interest of providing education to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with safeguarding requirements and obligations to our funding agencies;
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities;

We may also process your personal data where:

- it is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional);
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so;

How long we keep personal data

We do not hold data longer than is necessary for the purpose we obtained it.

In general, we retain your personal data for a period of seven years after your association with us has ended, one year in the case of applicants who do not enrol.

Further detail is in the college's data retention policy.

Sharing information with others

We carefully monitor how and with whom we share personal information.

We share the personal information that you give us for the following purposes

- agents where there is a legitimate reason for their receiving the information, including but not limited to:
 - third parties who work with us to provide student support services (e.g. careers, counselling, mental health and Safeguarding agencies);
 - Internal and external auditors.
- those with an interest in tracking student progress and attendance, including but not limited to:
 - current or potential employers (to provide references)
 - UCAS
 - Government agencies responsible for specified educational based initiatives e.g. NCOP where we feel it is in a student's interest.
 - University Partners (HE students only)
 - Student Finance England (HE students only)
- We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
 - youth support services
 - careers advisers
- We share certain information with government departments and agencies including the Home Office (in connection with UK visas and immigration) where we have a statutory obligation to provide information (under section 14 Education Act 2002).
 - We are required by law to provide information about our students to the Department for Education (DfE) as part of statutory data collections such as the Individualised Learner Record (ILR). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the college ILR returns) go to: <https://www.gov.uk/education/data-collection-for-further-education-providers>

For more information about how the DfE uses the data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Further information is contained in the ESFA privacy notice:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

University Centre students: The DfE passes certain data to the Office for Students (OfS). To find out more about how the OfS uses personal data go to:

<https://www.officeforstudents.org.uk/privacy/>

University Centre Students: Your contact details will be held for the purpose of undertaking the Graduate Outcomes survey approximately 15 months after graduation, and the survey will be undertaken by the Higher Education Statistics Agency.

HESA's Student Collection Notice for students at higher education providers can be found at:

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards)
- Sixth form students: Parents and carers in order for them to carry out their parental duties to support you in your academic studies and welfare. However this can be reviewed on an individual basis where there is an overriding legal basis and the student may withdraw consent for sharing their data.
- Sixth form students: JCQ (Joint Council for Qualifications) and awarding bodies to process: examinations entries, applications for access arrangements for examinations, applications for special consideration, post results services, conduct of examinations and non-examination assessments
- Learner Record Service (LRS)
To create and maintain a unique learner number (ULN)
- Your previous schools to enable them to carry out their own legal obligations to track the destinations of their learners
- Third parties conducting surveys to enable the college to monitor progress and quality and fulfil its obligations, e.g. Alps and Six Dimensions, Ipsos Mori, IGraduate and other preferred government suppliers of these services.

[How we transfer your personal information outside the EEA](#)

We do not store or transfer your personal data outside the EEA

[Your rights regarding your personal information](#)

You have a number of rights over your personal information, which are:

- The right to ask us what personal information about you we are holding and to have access to a copy of your personal information. To make a request for your personal information, contact the college's Data Protection Officer (DPO) via email: dpo@holycross.ac.uk
- 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. If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer via email: dpo@holycross.ac.uk
- 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 for the purposes of an agreement with us and is 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. Any changes we make to our privacy policy in the future will be notified to you by email.

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. You can do this electronically via your learner information page or by visiting the Student Centre or University Centre (HE)

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer by email: holycross.ac.uk dpo@holycross.ac.uk

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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