

**Student Privacy Notice**

**1 Introduction**

1.1 This notice is for all students of Ruskin College (the College) to explain the purposes for which we hold information about you (your personal data). It sets out how and on what basis the information is collected, stored and used and what your rights are in relation to this data.

1.2 Your data is held in accordance with the UK General Data Protection Regulation (UK GDPR).

1.3 The College is registered as a Data Controller with the Information Commissioner (College registration number: **Z6205276**). The University of West London (University) is the data processor for the College. The University Secretary and Chief Compliance Officer of the University is the Data Protection Officer for the College.

1.4 The University acquired the College on 30th July 2021. The College, has adopted the University’s Data Protection Policy and personal data is processed in accordance with the University’s Data Protection Policy which can be accessed [here](http://www.uwl.ac.uk/sites/default/files/Departments/About-us/Web/PDF/policies/policy-on-data-protection.pdf). All data which we receive from you or which is created while you are a student is kept securely and only used for legitimate purposes in connection with your education.

1.5 The University provides administrative support to the College for the provision of education services and the running of the College. This means that data will be provided to the University and it will be maintained on University systems (as well as College systems) and processed by University staff on behalf of the College. This is to ensure that you are provided with a comprehensive and efficient service.

1.6 Where you are studying a course leading to a University of West London award, the University will also receive data from the College or from you directly in order to administer your award. In these circumstances, the University is processing this data as a data controller and not on behalf of the College.

**2 How does the College collect your data?**

2.1 Through the admissions process and at enrolment, you will be asked to confirm various personal and academic details. Further information is collected as you undertake your studies in terms of attendance and engagement data, accessing learning materials and your assessment performance.

2.2 We may also obtain student personal data from third party sources such as UCAS and the Student Loans Company. When we obtain data in this way, we will ensure that the third party has the legal authority to provide this.

**3 Types and categories of data we collect**

3.1 Your data will relate to your personal details, your study record and payment and where appropriate accommodation records.

3.2 Your personal data may include ‘special categories of data’ as described under the UK GDPR. Such special categories include  racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

3.3 The College may process data relating to criminal convictions if your course requires a Disclosure and Barring Service Check or you have an unspent conviction.

3.4 Particular safeguards will be put in place for the collection and processing special categories of data and criminal convictions.

**4 Purpose of collection and processing of your data**

4.1 The College needs to process your personal data to manage your course, support your performance and provide you with services.

4.2 The College processes your personal data for the following purposes:

* Administration and delivery of your studies, including your assessments;
* Access to, and security of, College facilities;
* Provision of student facilities and support services (such as library, careers, counselling, IT, advice services, scholarship and bursaries etc);
* Using and analysing your data in order to support you to achieve your study goals;
* Monitoring the effectiveness of our provision and outreach activities;
* Carrying out statutory duties to provide information to external agencies (see 'Disclosures' for further details);
* Providing accommodation;
* Other activities that are for the purpose of College’s legitimate business including the development and maintenance of an Alumni Programme.
  1. The special category data, such as ethnicity, religion or belief, are used for monitoring, statistical and research purposes in order to improve student satisfaction and attainment and ensure equality of opportunity and inclusion.
  2. The College will collect and analyse student data to help students succeed and achieve their study goals. Student data includes *student characteristic data*, such as previous qualifications and demographic information, as well as *study behaviour data*, such as attendance and the use of virtual learning environment. The analysis of this data might be used in a number of ways, for example to inform how modules are taught, to help ensure appropriate support is given to all students or to provide you with additional support and keep you engaged in your studies.
  3. You may also provide the College with details of your physical and/or mental health in order to access Student Services or for the purposes of applying for mitigation.
  4. The College may also provide data to the Students’ Union to enable it to process your membership and provide services and support. It also provides data on student characteristics for monitoring purposes only to enable the Students’ Union to review the effectiveness of its provision and that it is accessible to all.

**5 Additional notices and guidance/policies**

5.1 The College has also adopted the following additional University notices, guidelines and policies with further useful information about the way in which we process your personal data:

**The University’s Data Protection Policy** –This contains a lot of useful general information on data protection and University practices and is available [here](https://www.uwl.ac.uk/privacy).

**Our Alumni** – as an integral part of the College’s and University’s services to its students it provides alumni activities. For more information see the Alumni Privacy notice [here](https://www.uwl.ac.uk/privacy).

**Our website** – we use Cookies (that will collect your personal data) on our web pages. Please see our policy on the use of Cookies [here](https://www.uwl.ac.uk/privacy-and-cookies).

**HESA returns** – we are required to return important information (that will include your personal data) to HESA. Please see HESA’s collection notice together with other supporting information at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>.

**6 Lawful basis for processing**

6.1 Most of the data we collect from you is required to enable us to administer and deliver your studies. The provision of this data is part of the contract you form with the College when you accept an offer and enrol.

6.2 Some of the activities, such as the work to ensure you are engaged in your studies and succeed in your studies are undertaken as part of the College’s public task to deliver education and also value for money for the tax payer.

6.3 In some cases, such as provision of special categories of data, we need your consent to process this and you will be informed of the reasons for collecting the data and also request your consent where required at the time we collect it.

6.3 An explanation of the basis for processing is attached at Appendix 1.The basis for the collection and processing of your data is outlined in Table 1 below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Data** | **How it is collected** | **Used for** | **Basis for processing** |
| Personal details:  Name, address, date of birth, photograph | Application form/enrolment | Contacting student/identifying student | Contract |
| Special categories data  Sexual orientation  Gender identity  Dependents  Religion | Enrolment | Statistical purposes | Public task/public interest (equality monitoring) |
| Ethnicity | Enrolment | Statistical purposes  Supporting study goals | Public task/public interest (equality monitoring)  Public task/consent |
| Attendance data | Through registers | Supporting study goals  Monitoring attendance  Safety and security as required | Public Task  Public Task  College’s legitimate interests to provide a safe environment |
| Engagement data | Through VLE usage | Supporting study goals | Public Task |
| CCTV images | Through the CCTV system on campus | Safety and security as required | Contract/The College’s Legitimate interests to provide a safe and secure environment |
| Assessment records including marks and assessment feedback | Through Turnitin and the marking process | Undertaking assessment | Contract |
| VLE usage/library usage | Through accessing VLE/Library systems | Administering courses  Supporting study goals | Contract |
| Passport and identification documents | Through the enrolment process | Confirming Identification  Required for non UK students for UKVI sponsor licence compliance | Contract/Legal Obligation |
| Medical records/disability/  welfare issues/ | Student Services /mitigation process | To provide support  To assess requests for mitigation in relation to assessment | Contract  Consent |
| Counselling records | Through the counselling process | To provide counselling support | Consent/Public Task |
| Records of relevant criminal convictions/DBS check outcomes | University Secretary | To ensure students are fit to attend courses | Contract  Legitimate interests in ensuring a safe environment  Legal Obligation -Statutory requirement for courses leading to professional registration/ |

6.3 Your personal data includes your photograph which will be used, where necessary, for the purposes of identifying you in the course of the College's legitimate business, and will appear on your ID card and the College and University’s IT systems including the Student Record systems.

**7 Storing data**

7.1 The College has implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

7.2 All of staff and contractors with access to personal data receive mandatory data protection training and have a contractual responsibility to maintain confidentiality and access to your data is restricted to those members of staff who have a requirement to access it.

7.3 The College utilises many different storage solutions and IT systems, some of which are outsourced to third party providers. These are set out below. In all cases, there are security measures in place to protect your data.

**8 Disclosures to third parties**

8.1 The College will disclose your data for third parties where this supports the educational process or where we are legally obliged to do so and details are contained in the table below.

|  |  |
| --- | --- |
| **Disclosure to:** | **Details**: |
| **The University of West London** | For the purposes of administrative and services support for the management and provision of education services on behalf of the College.  For the administration of awards of the University of West London. |
| **Sponsors or funding organisations** (including the Student Loans Company, the Education and Skills Funding Agency, NHS Bursary system) where a contract exists | In accordance with the terms of the contract (which usually relate to attendance and progress reports).  This does not include third parties (such as parents) who may be paying for your studies but with whom no formal contract exists. |
| **Data processors** (including Turnitin, Blackboard, VLE, Target Connect, Report and Support) | For the purposes of supporting and recording your learning or other services |
| **Professional bodies** (e.g. Nursing and Midwifery Council, Law Society etc) | For the purposes of confirming your qualifications and your suitability as a registrant |
| **Employers** or other educational partners involved in joint course provision | Where this is necessary for the purposes of your placement(s)/work experience or other off-site study as part of your course. |
| The **Office for Students** (OfS) and its agents | Such as the Higher Education Statistics Agency (HESA) and the Quality Assurance Agency.  You are also advised to refer to the collection notices on the HESA website for further details: [www.HESA.ac.uk](http://www.HESA.ac.uk) |
| **Potential employers** or providers of education whom you have approached | For the purposes of confirming your qualifications. |
| **Local Government Departments**, including Council Tax and Electoral Services | For the purpose of assessing and collecting Council Tax and or supporting your registration to vote in elections. |
| **UK Agencies** with duties to safeguard immigration and prevent crime or fraudulent activity | For example: SLC, the Police, the UK Visa and Immigration (UKVI) as necessary, and with consideration of your rights and freedoms. |
| Organisations which provide services to you such as John Smiths | For the purposes of providing the Aspire Card and free books. |

8.2 The College may from time to time make other disclosures without your consent. However, these will always be in accordance with the provisions of the General Data Protection Regulations or the Data Protection Act (2018).

**9 Transfers to countries outside the EU**

9.1 Sometimes, to achieve the purposes for which we are processing your personal data, we may need to share your personal data with other organisations based within the European Union or outside the European Union.

9.2 When it is necessary to share your data with organisations outside of the European Union, we will ensure that there are appropriate safeguards in place and in accordance with UK GDPR.

**10 Retention of your data**

10.1 The College follows the University of West London Records Retention Scheme to ensure that it only retains your data for as long as necessary and in accordance with the Data Protection Act (2018). Your data will therefore be retained as set out in the University’s Records Retention Schedule which is available [here](https://www.uwl.ac.uk/privacy).

**11 Your Rights**

11.1 Under the UK GDPR, you have rights including:

* You have a right to request a copy of your personal data held by the College and the University.  Any request must be fulfilled within one month. You may make the request via the form for this purpose which is available [here](https://www.uwl.ac.uk/privacy). The request should be made to [insert details]
* rectify inaccuracies in personal data that we hold about you;
* request to remove some personal data we hold about you in certain circumstances (this will not apply to your basic student record or data held as part of the College’s legal obligations);
* restrict the processing in certain ways in certain circumstances;
* object to certain processing of your personal data by us in certain circumstances;
* you may ask us to transfer the personal data you gave us to another organisation, or to you in certain circumstances;
* withdraw consent where consent is the legal basis of our processing.

11.2 Whether you can exercise the rights mention above in section 11.1 is dependent on the lawful basis for processing your personal data.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Right to erasure** | **Right to portability** | **Right to object** |
| Consent |  |  | X  But have right to withdraw consent |
| Contract |  |  | X |
| Legal Obligation | X | X | X |
| Vital Interests |  | X | X |
| Public Task | X | X |  |
| Legitimate Interest |  | X |  |

11.3 Please see https://ico.org.uk/ for further information on the above rights. You may also contact the Data Protection Officer for further information (university.secretary@uwl.ac.uk).

11.4 If you have any concerns about our use of your personal data, you can make a complaint to us at [insert details].

11.5 You can also to complain to the Information Commissioner’s Office if you are unhappy with how we have processed your personal data. Please see <https://ico.org.uk/>.

**12 Unwanted communication**

12.1 We will from time to time communicate with you by email, post and telephone. If, at any stage, you are concerned about the content of these communications, e.g. unwanted marketing information, or wish to change the method of communication that we use please unsubscribe to general email communications.

12.2 If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Data Protection Officer.

**13 Your Responsibilities**

13.1 You have a responsibility to keep your personal details accurate and up to date and should notify the College of any changes.

13.2 Students at the College may, during the course of their studies, have access to personal information about other individuals.  Students are expected to treat this in a responsible and professional manner. You have responsibilities under the GDPR for any personal data relating to other people which you may access whilst at the College.  This responsibility is in addition to any obligations arising from professional ethics or codes of conduct.  Information obtained in the expectation of a duty of confidence should be treated as confidential and generally not disclosed without the subject's consent. The College will take a serious view of any breach of the GDPR by any of its members, including the consideration of disciplinary action.

April 2022

**Appendix 1**

**Lawful basis for processing your data under GDPR**

The College is required to specify on what legal basis it is collecting and processing personal data.

**Consent** – on specific occasions the College will only process certain data if you consent e.g. provision of medical records for the purposes of mitigation.

**Necessary for the performance of your student contract** – on many occasions the College will process your data to enable it to meet its commitments to you e.g. those relating to teaching and assessment.

**Necessary to comply with a legal obligation** – the College has legal obligations to provide your personal data to others e.g. HESA or the SLC. Where you are on a course leading to a professional qualification we also have a legal requirement to provide data on your studies and character.

**For the purpose of protecting the vital interest of yourself or another** – sometimes in extreme circumstances the College will have to release information to protect your interests or the interests of others e.g. in medical emergencies.

**Processing necessary for the performance of a task carried in the public interest** – the College is an educational establishment and in particular its educational activity is conducted in a public interest (including your interest and the interest of others), particularly in relation to equality of opportunity and inclusion. This includes ensuring that you are engaged in your studies. It also includes the monitoring of our outreach activity.

**Processing is necessary for the purposes of the legitimate interest of the College**– the College has a broad legitimate interest in activities that connect to the activities and education of students. Subject to those interests not being overridden by the interests of fundamental rights and freedoms of students, it will pursue those interests. Examples of these legitimate interests are the College’s Alumni activities or the use of CCTV to ensure that the campus is safe and secure.

**Processing “special categories” of data**

**Consent** – the College will process certain sensitive information about you with your consent for example the use of ethnicity to ensure that you are not disadvantaged in your study goals.

**Necessary for reasons of substantial public interest**. This includes monitoring according to characteristics such as ethnicity or disability to ensure equality of opportunity. This is also the basis for processing data in relation to Counselling

**Necessary for the purposes of preventive or occupational medicine, medical diagnosis, the provision of health or social care or treatment** This would relate to the provision of services through Student Services such as your Individual Support Plan or other support.

**In connection with legal claims**.

It is recognised that some of the above grounds will overlap and that the College could rely on multiple grounds justifying its lawful processing.

The College also reserves the right to rely upon other grounds that are not referred to under table 1.