

Cardinal Newman College - Full Privacy Notice

Introduction

We would be unable to exercise our responsibilities and fulfil our education and support obligations to you without collecting, storing and using your personal data. This Privacy Notice explains what personal data we collect, how we use it, who we share it with and also provides guidance on your individual rights under the General Data Protection Regulation (GDPR).

This Privacy Notice applies to information we collect about those who:

- study with us;
- apply to study with us;
- visit our website;
- visit the College;
- request information from us

If you are asked to provide information to us, it will only be used in the ways stated in this Privacy Notice. We take our GDPR obligations seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner.

Data Controller

Cardinal Newman College is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act (DPA) and the new General Data Protection Regulation (GDPR) from May 25th 2018. We are registered with the Information Commissioner's Office (ICO) and our registration number is Z6281119.

What personal data we collect

Initial enquiry data including:

- Name
- Date of Birth
- Contact Details

Application and Enrolment data including:

- Name
- Contact Details
- Date of Birth
- Gender
- Ethnicity
- Nationality
- Residency status
- Qualifications on entry
- Disability and medical information
- Special educational needs
- Next of kin name and contact details

During your studies data including:

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- Photographs, and video recordings for the purpose of student assessment and examination, as well as college and course promotion both online and in print.
- Financial information collected for the purposes of administering fees and charges, loans, grants, scholarships and hardship funds
- Information about your engagement with and use of our services, such as the library and careers
- Information gathered for the purposes of equal opportunities monitoring
- Learner feedback and focus groups as appropriate

As part of our commitment to your safeguarding, health and wellbeing whilst studying at Cardinal Newman College, you will be asked to provide information on your medical history as well as any medications currently being taken.

Categories of Personal Data

Cardinal Newman College recognises the significance of sensitive personal data and will only process such data if certain conditions are met. These conditions are outlined in guidance from the UK Information Commissioner's Office

Why we collect and use your personal data

The largest volume of data that we process in relation to students is for the purposes of:

- Recruitment and Admissions - generation of enquiries, course enquiries, application, enrolment, promotion and imparting information pre entry including: new student day and keep warm activities
- Academic matters including: the provision of teaching, learning and assessment (registration with awarding bodies, assessment and examinations, attendance monitoring, managing progress, academic misconduct investigations, certification and graduation)
- Maintaining student records
- Fulfilling our statutory reporting requirements
- Assessing eligibility for bursaries
- Providing student and learning support services
- Safeguarding and promoting welfare of students
- Ensuring the health and safety of students
- Providing appropriate work placements
- Monitoring equal opportunities
- Managing car parking
- Administering finance
Carrying out audits to ensure our compliance with legal and regulatory obligations
- Preventing and detecting crime
- Dealing with complaints, appeals and disciplinary issues
- Monitoring and evaluating the student experience

Our Legal Basis for Processing your Personal Data

In general terms, we process your personal data for the administration of your position as an applicant or student or potential student of Cardinal Newman College. More specifically, the legal basis for the processing of the data that you provide to us is:

Legal Obligation

Reporting of safeguarding concerns or to facilitate the prevention or detection of crime.

Vital Interests

Contacting a student's next of kin in the event of a medical emergency and for the purposes of ensuring the safety and wellbeing of our students.

Public Interest

Administration of complaints, appeals, investigations and disciplinary proceedings concerning student misconduct, necessary for a task in the public interest – namely the provision of Education, to maintain the integrity of our assessment process, academic standards, our reputation and the welfare of our staff and students.

Legitimate Interest

- Monitoring of student attendance for the purpose of ensuring our students achieve academic success through full engagement with their studies.
- Monitoring the use of IT services in accordance with our Acceptable Use Policies and Procedures
- Administration of financial aid such as bursaries, for the legitimate purpose of providing financial support for students.
- Assessment and provision of learning and other support services for the legitimate purpose of providing appropriate support to students, based upon their individual needs.
- Use of CCTV systems in accordance with the ICO Code of Practice for the legitimate purpose of providing a safe environment, facilitating the prevention and detection of crime and to assist with investigations into potential breaches of policies and procedures.
- Cardinal Newman College will not use the information that you provide to make automated decisions about you.

Consent

- For the management of course and other enquiries and for the communication of information about our services, events and activities.

Information Sharing and Disclosure

Cardinal Newman College will not sell or rent your personal information.

Your information may, by necessity, be disclosed to relevant staff for the purposes of teaching, learning and assessment and for the provision of learning support and exam access arrangements where this need has been assessed.

Third parties with whom we may share your information include:

- Education and Skills Funding Agency (ESFA)
- Office for Students
- Universities
- Local Authority
- Mides
- Higher Education Statistics Agency
- Student Loans Company and Student Finance
- Employers providing work experience/placement opportunities
- Organisations operating anti-plagiarism software on our behalf (Turnitin).
- Police and other regulatory bodies when required as part of a criminal investigation
- Awarding bodies
- Learner Record Services
- Schools

The College reserves the right to pass on information relating to a student under 18, such as their academic progress and attendance, to parents or guardians throughout the student's time at the College, and also to involve parents or guardians in any disciplinary measures connected with the student. For those students reaching 18 before the end of their course, such information will continue to be provided unless the student specifically objects.

Cardinal Newman College seeks the written assurance as to GDPR compliance of all third parties with whom information is shared and will not share information where this is not received.

We do not store or transfer your personal data outside the EEA. In exceptional circumstances support teams for our management information system provider may require access to our database in order to resolve technical issues.

Visitors to the College

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.

We process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

Visitors to our Website

In running and maintaining our website, we may collect and process the following data about you:

Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data

Information provided voluntarily by you. For example, when you register for

- information or make an application
- Information that you provide when you communicate with us by any means
- Other information relevant to customer surveys

Use of cookies

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see how many people use our website and what pages they are likely to visit. All cookies used by our website are used in accordance with the current Privacy and Electronic Communications Regulations 2011.

Cookies do not provide us with access to your computer/device or any information about you, other than that which you choose to share with us. You can use your web browser's cookie settings to determine how our website uses cookies. If you would prefer that our website does not store cookies on your device, you should set your web browser to refuse cookies. Please be aware, however, that doing so may affect how our website functions and some features may become unavailable to you.

Unless you refuse cookies, our website will issue cookies when you visit it.

Email alerts and Newsletters

If you sign up to receive e-mail alerts we will use the information you give us to provide the service(s) you have requested. We will not share your email address with third parties without your prior consent.

If you have used an on-line form on the website to sign up for an e-mail alert service, you can correct, update or remove any personally identifiable information by contacting the college (contact information is at the end of this document).

If you sign up for a subscription e-mail service, we will hold the information you have provided for as long as you require access to the service requested. If you inform us that you wish to cancel a subscription, we will remove you from our mailing list and your details will be deleted from our records.

People who request information from us

If you request information from us by letter, telephone, email, via our website or face to face, we will make a record of that enquiry and will use the information you give to us to provide you with an appropriate response. We will only use your information for this purpose unless you specifically consent to us contacting you in the future in relation to services we provide. Where such consent is given, you are able to request that we stop contacting you at any time.

How long we keep your Personal Data

We keep information about you only for as long as needed to provide you with academic, support or commercial services and to meet our legal obligations. More information about how long we keep specific information can be found in our Document Retention Policy which is available on request by emailing dataprotection@cardinalnewman.ac.uk

Your Rights

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.

Should you wish to see what personal data we hold about you, you should make a Subject Access Request to the Data Protection Officer by emailing dataprotection@cardinalnewman.ac.uk, or in writing to:

Data Protection Officer
Cardinal Newman College
Larkhill Road
Preston
PR1 4HD

Further information on your rights can be found at <https://ico.org.uk/>

Changes to this Privacy Notice

We will regularly review our Privacy Notice and reserve the right to amend it from time to time, as required by law. Any changes will be immediately published on our website.