

Privacy Notice for Students at Moulton College

Notice about how we use your personal information

We are the data controller of personal information about you. We are Moulton College. Our address is: West Street, Moulton, Northamptonshire NN3 7RR.

If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at the above address, or by telephone on 01604 491131 or through email at dataprotection@moulton.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.

Which College Department would you like more information about?

- Admissions;
- Administration;
- Finance;
- Teaching
- Alumni
- Marketing

Admissions

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us

As part of your admission to the College we may collect your personal details including:

name, address, date of birth, siblings, email address, first and second language, address, telephone numbers, email addresses, next of kin, work assessment data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor's details, behaviour record, sex-related information, special needs details.

The uses made of your personal information

We will use your information to manage and administer your education. This will include putting together class lists, for 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. We will use the contact information to advise your of appointments, exams and other College related information only.

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.

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.

How long we keep your personal information.

We will keep your information for 5 years from the point of application and any subsequent enrolment. We hold the data this long to meet awarding body and audit requirements.

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:

Awarding Bodies, for example City and Guilds and Pearson BTEC, plus others that may be relevant to the qualification you have enrolled onto. The information will also be used to complete funding returns required of the College by Governmental agencies.

Purpose:

Of gaining your qualifications and certificates.

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

Organisation / type of organisation:

Your last school or college.
Probation or Youth offending Services

Service:

To ascertain your suitability for enrolment on the course and acceptance into the College.

We will not share your information with any third party that is not involved in the delivery of your education.

How we transfer your personal information outside Europe.

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

Administration

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us

As part of our administration of the College we may collect your personal and educational details including:

your name, address, email address, date of birth, exam results, attendance, union membership, sports team membership, sibling details, photo, first and second language, work assessment data, dates of attendance, religion, ethnic origin, health records/conditions (inc. mental health), doctor's details, behaviour record, special needs details and sex-related data.

The uses made of your personal information

We will use your information to manage and administer your education. This will include information for making registers, class lists, ID photo, trip lists, communications, reports, employer information (for example for apprentices and day release students) and to identify pupils who cannot be used for marketing photos. We will also store information on your transport requests.

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.

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.

How long we keep your personal information.

6 years + 1 year after completion.

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:

Your information may be shared with funding agencies such as HEFCE, ESFA or ESF.

Cloud Service Providers

Security pass printing providers

Local safeguarding partners and bodies

Online payment provider

Purpose:

We will do this in order for you to be able to study your course and enable you to use the facilities. Safeguarding is shared as part of a statutory duties.

How we transfer your personal information outside Europe.

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

Finance

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us

In order to manage the financial affairs of the College we collect and hold, in addition to the admissions data, the following information about you:

Funding information, bank details and Bursary/financial support applications.

The uses made of your personal information

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you. Bursary information will be used to award any payment. Documents provided will not be stored electronically.

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.

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.

How long we keep your personal information.

6 years + 1 year after completion.

How we share your personal information.

We will not share any financial information you give us with any other party.

How we transfer your personal information outside Europe.

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

Teaching

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

The uses made of your personal information

We will use your information for the purposes of teaching you and measuring your achievements.

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.

How long we keep your personal information.

3 Years from leaving

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:

City and Guilds, Pearson (Edexcel), AQA, WJEC, NOCN, CSKILLS and other Awarding Bodies / Organisations.

Purpose:

To enable us to claim your certification.

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

Organisation / type of organisation:

Turnitin

Service:

Plagiarism checking and online marking.

How we transfer your personal information outside Europe.

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

Alumni

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us

To maintain our Alumni network we collect and hold the following information about you: name, address, telephone numbers, emails addresses, date of birth, sibling details, year of study, former school, positions and interests held at school and reports.

The uses made of your personal information

We will use your information to manage and administer our Alumni network. This will include:

Invitations to events, notifications of significant developments etc.

The legal basis on which we collect and use your personal information.

Generally, the information is processed on the basis of your consent.

How long we keep your personal information.

6 years

How we share your personal information.

We will not share or sell information to organisation.

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

Organisation / type of organisation:

Bulk email providers
Text service providers

Service:

Communication services.

Marketing

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us

For marketing purposes we collect: [names, addresses, dates of birth, email addresses, former school information and year group, curriculum area of interest, registrations to events, telephone numbers, special requirements.]

The uses made of your personal information

We will use your information to:

- Provide requested literature, such as prospectus
- Book you into your chosen events
- Confirm bookings
- Remind you of events and bookings.
- Confirm outcomes of your attendance at events or to validate your ongoing interest in the College.
- Invite you to interviews and other enrolment type activities.
- Keep you updated with news from the College
- Keep you updated in regards to the status of your application.
- Use your released imagery in marketing material e.g. prospectus.
- Social Media posts of success or news that may include you.

The legal basis on which we collect and use your personal information.

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

How long we keep your personal information.

1 year, limited to the in-year academic recruitment cycle.

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:
Distribution houses.

Purpose:

Fulfilment of literature request.

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

Organisation / type of organisation:

Text

Email

Service:

Communication mediums/services to fulfil requests.

How we transfer your personal information outside Europe.

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

WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS?

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

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.

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 either an email or a public posting on the VLE. Staff may also be updated by the weekly staff bulletin service.