



Privacy Notice for Students

1. Purpose

Calderdale College is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Calderdale College is a "Data Controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under the data protection legislation to notify you of the information contained in this Privacy Notice.

This notice applies to current and prospective students at the College. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other Privacy Notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

2. Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

3. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation.

We will collect, store, and use the following categories of personal information about you:

- Your name, address, date of birth, contact details, unique learner number.
- Information about your parents/careers e.g., name, address, contact details.
- Previous educational attainments, including course titles and level of study.
- Financial information such as free meal eligibility, bursary eligibility and bank details for payment.
- Employment information and history.
- Attendance information, including the number of absences and reasons.
- Behavior records.
- Assessment and achievement records.
- Safeguarding records.
- Photographs and recordings.
- CCTV footage and other information collected through electronic means such as swipe cards.
- Information about your use of our information and communications systems.

We may collect, store, and use the following "special categories" of personal information:

- Information about your race or ethnicity, religious beliefs, and relationship status.
- Information about your health, including any medical condition, reasonable adjustments, health and sickness records.

4. How your personal information is collected

Most of the information that the College holds is collected via your engagement with the College. This includes your application form, enrollment form, engaging in learning and other services provided by the College. Additional information may be provided from external sources such as your previous education provider/s or the local authority and their linked agencies.

5. How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we have your consent.
- In performance with the contract, we have entered with you (your learning agreement).
- Where it is necessary for the performance of a task carried out in the public interest in the exercise of official authority vested in the controller.
- Where it is necessary for compliance with a legal obligation.

We may also use your data where there is a need to protect your vital interests (or that of another). Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

The situations in which we will process your personal information are listed below.

- Making decisions around college admissions including maintaining a waiting list.
- Supporting student learning.
- Monitoring and reporting on student progress.
- Providing pastoral care.
- Safeguarding students.
- Assessing the quality of the College's services.
- Maintaining the safety and welfare of the College community.
- Promoting the College.
- Communicating with parents/carers.
- Accessing financial support.
- Responding to complaints and legal proceedings.

5.1 How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

6. Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided, we do so in line with our data protection policy.

We envisage that we will hold information about criminal convictions. However, it is likely such information will be limited to the following:

- Information we receive from completing a DBS search or barring check. Although this will only reference that you have previous convictions (not what the convictions are).
- Any information that we receive from third parties such as the court services or police about any involvement in a criminal act which we need to talk to you about.

We will only collect information about criminal convictions if it is appropriate given the nature of the course you have enrolled on and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the registration process or we may be notified of such information directly by you during your studying with us.

We can use your personal information this way to carry out our safeguarding obligations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

More information on collecting criminal convictions data from students can be found in our Safeguarding Policy.

7. Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If data is being transferred outside of the EU to a country without an adequacy decision, then appropriate safeguards, as set out in data protection legislation, will be in place.

7.1 Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.

Third parties that the College routinely shares information with includes:

- The Department for Education.
- The Office for Students.
- The Education and Skills Funding Agency.
- Ofsted.
- Local Authority.
- Exam Boards and assessment organisations.
- Parents and carers.
- Next education provider if you leave the College to attend somewhere else.
- UCAS.
- NHS.
- Home Office in relation to International Students.
- HESA.
- Kirklees.
- Calderdale Careers.
- Employers if studying for an apprenticeship with the College.

In some circumstances we may need to share your data to comply with the law. This would include sharing data with the police and other law enforcement agencies. If the College is seeking external advice in relation to matters involving you, this would also result in relevant information being shared.

7.2 Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents). The activities carried out by third-party service providers include IT services, Virtual Learning Environment provider.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

8. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you of a suspected breach where we are legally required to do so.

9. Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for various aspects of your personal information are in our Retention Policy and Schedule on the College's intranet site. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a student at the College we will retain and securely destroy your personal information in accordance with our data retention policy and / or applicable laws and regulations.

10. Data Protection Rights

Under data protection law, you have several rights. It is important to note that not rights are absolute. If you wish to exercise any of these, please contact DPO@calderdale.ac.uk

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object to us using your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

11. Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with data protection laws. If you have any questions about this Privacy Notice or how we handle your personal data, please contact the Data Protection Officer, Naomi Korn Associates Ltd., DPO@calderdale.ac.uk. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

12. Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways about the processing of your personal information.

This Privacy Notice was last reviewed and updated on 16 December 2024.