

## **Notice about how we use your personal information**

We are the data controller of personal information about you. We are: East Surrey College. Our address is: Gatton Point, London Road, Redhill, Surrey, RH1 2JX.

Our Data Protection Officer is Kevin Squire. 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 01737 772611\Ext:8406, DPO@esc.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?

1. Admissions and Administration
2. Finance;
3. Teaching
4. Alumni and Marketing

Each of the sections above has the following information:

### **WHAT WOULD YOU LIKE TO KNOW ABOUT?**

- The information that you give us;
- The uses made of your personal information;
- The legal basis on which we collect and use your personal information;
- How long we keep your personal information;
- How we share your personal information;
- How we transfer your personal information outside Europe;
- Will we monitor your use of the College’s IT; and
- Your rights over your personal information.

#### **1. Admissions and Administration**

##### **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, email address, two next of kin contact details, work assessment data, dates of attendance, predicted and actual exam/test results, ethnicity, health information, behaviour record, sex-related information, special needs details, sports team membership, residency status, national insurance number, employment status,

##### **The uses made of your personal information**

We will use your information to manage and administer your education. This will include:

- compiling class lists and to allocate you to the correct classes for assessments,
- sending event invitations and communicating with you,
- processing admissions forms and when considering making an offer for a place and enrolment to a course

- Creating and marking registers, reporting on attendance data internally and externally
- checking prior attainment, exam entries and results
- making arrangements for exams, and for access arrangements for those with special needs
- planning for educational visits and work experience
- considering whether special provision or assistance is required in College activities
- telling other colleges, local authorities and employers your attendance dates and achievements
- giving employers information (for example for apprentices and day release students)
- and to identify pupils who cannot be used for marketing photos

### **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. There is also a requirement of the Government Agencies that this information is collected and reported to them, enabling verification of education delivery.

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.**

The information the College retains is divided into two categories:

Information held for legal purposes to enable the College to comply with its legal duties: Information in the College's student records system, for example: name, address, date of birth, email address, dates of attendance, Achievements – for up to 7 years after you leave the College.

The ESF funded contract information is held for 20 years.

Other Information relating to student life at the College: Assignments, behaviour records are removed upon completion of your course at the College.

### **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.

#### **Government Agencies**

The College processes student data as part of the Individualised Learner Record (ILR), which has to be filed monthly with the Educations and Skills Funding Agency. This is filed with the agencies via a secure portal.

#### **Local Authorities**

To inform them that you are in education (if under 19 or in receipt of an EHCP up to the age of 25).

#### **The Police**

We will share your personal details and Safeguarding records if requested by them to do so.

### **Social, Children and Family Services**

We will share personal details and Safeguarding records if requested by them to do so

### **Other educational establishments (schools and Colleges)**

If you give them permission to request this from us

### **Specialist Agencies**

The College commissions specialist agencies to provide therapeutic services to students with special educational needs, some of the organisations and services are:

Young Epilepsy Speech and language service  
Surrey Sensory Support service for visual and hearing impaired  
Relate Counselling Service

### **How we transfer your personal information outside Europe.**

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

## **2. Finance**

### **The information that you give us**

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, bank details, bank details on standing order forms (kept securely and posted to your bank at the earliest opportunity) pre-pay card information (to use in cafeteria)

### **The uses made of your personal information**

We will use your information to ensure your place is appropriately funded, to pay/receive payment to or from you.

### **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.**

Only information that enables us to meet our legal obligations is kept for 7 years after you have left the College. The College does not hold any credit or debit card details on its systems. Bank details provided for standing order purposes are not copied or stored.

### **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:**

Student Loan Company

#### **Purpose:**

To ensure correct payment of your Student Loan or Advanced Learner Loan, The College is obliged to confirm your attendance and notify any changes that will affect your loan entitlement.

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

**Organisation / type of organisation:**

The Credit Protection Association plc. Credit Protection Agency.

**Service:**

In cases where student debt payments are not received in a timely manner and the College has not had responses to communications from the student, as part of its normal student debt collection procedures.

**How we transfer your personal information outside Europe.**

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

**3. Teaching****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.**

The information is processed as part of our public interest task of providing education to you.

**How long we keep your personal information.**

The information is only kept for the duration of your course, once your course has completed and the outcomes recorded, only your enrolment form information and achievement is kept by the College to enable it to comply with its legal obligations to the Government Agencies.

Any other information is destroyed on completion of your course.

**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.

**Local Authorities:**

To inform them that you are in education (if under 19 or in receipt of an EHCP up to the age of 25).

**Police**

We will share personal detail and Safeguarding records if requested by them to do so.

**Social, Children and Family services**

We will share personal details and safeguarding records if requested by them to do so.

Other educational establishments (schools and Colleges) if you give them permission to request this from us.

### **Specialist Agencies:**

The College commissions specialist agencies to provide therapeutic services to students with special educational needs, some of the organisations and services are:

Young Epilepsy Speech and language service  
Surrey Sensory Support service for visual and hearing impaired  
Relate Counselling Service

### **How we transfer your personal information outside Europe.**

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

## **4. Marketing and Alumni**

### **The information that you give us**

For marketing purposes we collect and hold the following information about you: name, address, date of birth, former school, job roles held at the college or externally, personal interests inside/outside college such as sporting activities, photographs taken whilst you are attending the college or supplied by you.

### **The uses made of your personal information**

We will use your information to manage and administer our Alumni and marketing network. This will include: sharing your success stories with external audiences through marketing materials both online and offline, sending you marketing communications linked to future events and product launches. Content may also feature within the college website and social media channels.

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

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

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.**

We would keep your information until you opted out of it. All our communications include ‘opt out’ options and information to enable you to do so.

### **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.

Other Educational Establishments (schools and colleges):

If you have provided permission, then we may share details of your work/successes with them.

Employers:

If you have provided permission, then we may share details of your work/successes with them.

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

### **Print/production companies**

If you have provided permission for your name/photo to be used by the college for marketing purposes then we may share your personal information within artwork for printing,

### **Mailchimp or other similar marketing platforms**

We may share your personal information with secure marketing platforms in order to send you marketing messages, and allow for form submission options to be available to you.

### **Website Development companies**

Appointed service providers will have access to the website content management system in order to carry out the service role as appointed by the college.

### **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 made will be available on our website.