

SHREWSBURY COLLEGES GROUP	<b>Notice</b>
	<b>Student Privacy Notice</b>

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

We are the data controller of personal information about you. We are: Shrewsbury Colleges Group. Our address is:

Shrewsbury Colleges Group,  
Priory Road,  
Shrewsbury,  
Shropshire.  
SY1 1RX

Our Data Protection Officer is Mark Brown, Group Vice Principal – Information & Strategic Development. 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:

Shrewsbury Colleges Group,  
London Road,  
Shrewsbury,  
Shropshire.  
SY2 6PR  
[markb@shrewsbury.ac.uk](mailto:markb@shrewsbury.ac.uk)  
01743 342342

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

**Student Privacy Notice****A Student at the College**

As a Student at the College the following privacy information may be of interest to you.

Please note that on occasions we may process “special categories” of information about you. This information may include photographs and videos of you, your ethnic origin, health, or your trade union membership.

*Please note; if viewing this document electronically each section expands to give more detail.*

**The information we collect about you*****Admissions***

As part of your admission to the College may collect your personal details including: your name, address, date of birth, email address, first and second language, National Insurance Number, work assessment data, dates of attendance, exam/test results, religion, ethnicity, health information, doctor’s details, behaviour record, gender, special needs details, former school, photo, and relevant criminal convictions.

***Administration of Learning***

As part of the Administration of Learning the College may collect your personal and educational details including: your name, address, email address, date of birth, exam results, attendance, union membership, sports team membership, photo, first and second language, work assessment data, dates of attendance, religion, ethnic origin, health records/conditions (inc. mental health), behaviour record, special needs details, gender data, intended destination, and actual destination.

***Funding & Finance***

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, bank details, contactless card information, details of benefits, and sponsor details.

***Teaching***

As part of the delivery of your programme, our staff will collect (e.g. for marking purposes), the work that you create as well as digital images and scans where appropriate. In addition, when you use the College IT, we will process the data you access and monitor the way you use the system, e.g. browsing history.

***Alumni***

To maintain our Alumni network we collect and hold the following information about you: name, address, date of birth, and former school.

***Marketing***

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information, year group, achievements, and destination.

**Student Privacy Notice****The way we use your personal data*****Admissions***

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.

***Administration of Learning***

We will use your information to manage and administer your education. This will include information for making registers, class lists, 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.

***Funding & Finance***

We will use your information to ensure your place is appropriately funded by the Department for Education or by a sponsor. We also use this information to pay you or receive payment from you.

***Teaching***

We will use your information for the purposes of teaching you, and measuring your progress and achievement.

***Alumni***

We will use your information to manage and administer our Alumni network. This will include: Newsletters, Invitations to Events, and updating you will points of interest regarding the College.

***Marketing***

We will use your information to: communicate with you regarding events and courses of interest, to measure progression and destinations, to promote the achievements of our students.

**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. criminal convictions, medical information) we will process it because there is a substantial public interest for us to do so.

Alumni information is processed on the basis of consent.

Where you have previously studied at the College or commenced an application process with us before, then we will send you Marketing information about the courses we provide on the basis of our legitimate business

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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**

Generally, the College keeps data for 6 academic years, including academic year in which it was created.

There are some exceptions to this approach; these are highlighted below and detailed in the College Data Retention Policy.

***Admissions***

Details of unsuccessful applications are kept for 4 academic years, including academic year in which it was created.

Information related to criminal convictions is kept until the end of October in the academic year following departure from the College.

***Administration of Learning***

Information about adult students funded by the Education and Skills Funding Agency (ESFA) must be kept until 31<sup>st</sup> December 2030.

***Funding & Finance***

Information about adult students funded by the Education and Skills Funding Agency (ESFA) must be kept until 31<sup>st</sup> December 2030.

***Teaching***

Information stored within our teaching support systems, e.g. ProMonitor, is kept for 4 academic years, including academic year in which it was created.

Student assignment submissions/work portfolios are kept for 3 academic years, including academic year in which it was created.

**How we share your personal information**

***Admissions/Administration of Learning/Funding & Finance/Teaching***

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	Purpose
Local Authorities -16-19 year old students	To allow them to fulfil their public duty to monitor progression from school into further education
Schools -16-19 year old students	To allow them to fulfil their public duty to monitor progression from school into further education

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Employers -Apprentices or Employer Sponsored students	To allow them to support the learning of their employees
Department for Education (DfE)	To allow them to fulfil their public duty to funding eligible students
Other Colleges - DfE funded students	To allow us/them to fulfil our public duty to ensure learning is being funded appropriately
Learner Registration Service (LRS)	To allow them to fulfil their public duty to create and maintain a national database of student achievements
Awarding Organisations	To allow them to accredit your learning activities
Parents/Guardians -16-19 year old students	To allow them to support the learning of their son/daughter/young person
Trade Unions	To allow them to support the learning of their members
Alkemygold Ltd. (ALPS) <a href="https://alps-va.co.uk/privacy-hub/">https://alps-va.co.uk/privacy-hub/</a>	To allow the College to benchmark Value Added Measures against other colleges
RCU Ltd. – MiDES <a href="https://mides.rcu.co.uk/privacy-policy">https://mides.rcu.co.uk/privacy-policy</a>	To allow the College to benchmark against other colleges
Nick Allen	To allow the College to benchmark against other sixth form colleges

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

Organisation/Type of Organisation	Purpose
Audit Firms	To facilitate our legal duty to maintain auditable records
MailChimp	Provider of mass email services
CIVICA PLC	Provider of student records and finance systems
Mobile Services	Providers of bulk texting solutions
RedStor	Provider of UK Based cloud back-up storage
Microsoft Office 365	Provider of student cloud-based email and software
BKSB Live	Provider of online diagnostic software
iGraduate	Provider of HE student satisfaction surveys
SMART Apprenticeships	Provider of cloud-based e-portfolio software

## **Alumni**

We do not share your personal information with any other organisation.

We do use an emailing solution as a processor; MailChimp. Some large scale communications with the Alumni, e.g. Newsletters, are sent using this service. The only information transferred is your email address.

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### ***Marketing***

We do not share your personal information with any other organisation.

We do use an emailing solution as a processor; MailChimp. Some large scale Marketing communications, e.g. Newsletters, are sent using this service. The only information transferred is your email address.

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

We do not store your personal data outside Europe.

We do use a United States based emailing solution as a processor; MailChimp. Some large scale communications with the student body, e.g. Newsletters, are sent using this service. The only information transferred is your email address.

### **Automated decisions we take about you**

We do not make automated decisions using this information.

## **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.

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**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 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 and will update it from time to time to make sure it remains up-to-date and accurate.