



NPTC Group of Colleges FE Student Privacy Notice

Protection and Use of Student Data

Data Protection Act 2018 and UK General Data Protection Regulation

- 1 The Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (GDPR) regulate the processing of personal data in any format by NPTC Group of Colleges ('the Group'), including both digital and hard copy personal data and all other formats. 'Personal data' is any information relating to a living individual, and 'processing' is any activity carried out involving personal data, including holding and storing it. This statement applies under both the DPA and GDPR or any successor legislation to the GDPR or the DPA.
- 2 This statement establishes the Group procedures governing the collection and release of student data and is provided to students at the application and registration stages. It includes information about how student data is used, and where it is supplied by the Group to the Welsh Government and other external parties.
- 3 The Group is the data controller for all personal data that it holds and processes, except where it is done in the capacity of a data processor on behalf of another data controller. The Group's contact details are:

NPTC Group of Colleges
Dwr y Felin Road
Neath
SA10 7RF

- 4 The Group Data Protection Officer is:

Data Protection Officer
NPTC Group of Colleges
Dwr y Felin Road
Neath
SA10 7RF
0330 818 9014
data-protection-officer@nptcgroup.ac.uk

Notification to Applicants and Registered Students

- 5 The Group may obtain, hold and process the personal data of students including personal details, family and social circumstances, education and training records, employment information, financial details, and services provided. It may obtain, hold and process the sensitive personal data (the term used by the DPA) and special category data (the term used by GDPR) of students including racial or ethnic origin, religious or philosophical beliefs, biometric data, and physical or mental health.

- 6 Personal data and sensitive personal data/special category data held by the Group relating to students is obtained directly from the student or applicant, or in some cases from a third party organisation involved in the services provided by the Group that has obtained the information in the first instance, for example local authority schools involved in student recruitment, social services for Looked After Children and Care Leavers.
- 7 The Group holds the personal data and sensitive personal data/special category data of its students in order to implement and manage all services and processes relating to students, including student recruitment, admission, enrolment, teaching and learning, educational visits, home-to-college transport, examination, graduation and other services such as accommodation, student support and careers. Only information required for these purposes is obtained and processed, and without it the Group may not be able to provide its services. Information is passed between various sections of the Group for operational reasons as is necessary and proportionate for intended purposes.
- 8 Student personal data is collected and processed by the Group as it is necessary for the performance of the contract under which the Group provides services to students. Some processing activities may also be carried out under a legal obligation (for example, disclosing personal data to external parties under statutory powers), where it is necessary to protect the vital interests of the student or another party (for example, disclosures to external parties to ensure the safety and wellbeing of individuals), where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (for example, collecting or disclosing information in order to meet regulatory or statutory requirements), or where it is necessary for legitimate interests pursued by the Group or a third party (the legitimate interests will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals). Where any of these legal bases do not apply, the consent of an individual to process their personal data will be sought.
- 9 Where students' sensitive personal data/special category data is collected and processed by the Group this will be on the legal basis of explicit consent of the student, employment or social security/protection requirements, protecting the vital interests of the student or another party, the exercise or defence of a legal claim, reasons of substantial public interest, purposes of medical or health care, or where the information has been made public by the student. Any processing will be proportionate and relate to the provision of services by the Group. When this data is used for monitoring and reporting purposes it will be anonymised or pseudonymised if possible.
- 10 The Group may disclose student's personal data and sensitive personal data/special category data to external agencies to which it has obligations; for example, for the Welsh Government, Financial Contingency Fund (FCF), and visa and immigration purposes, and to other arms of central or local government, to Higher Education Statistics Agency (HESA), Student Finance Wales (SFW), European Social Fund (ESF), Careers Wales, Estyn and potentially other such organisations for defined purposes. It may also disclose information to examining bodies, legal representatives, Police or security agencies, suppliers or service providers, survey and research organisations engaged by the Group, and regulatory authorities.

If students have unpaid debts to the Group at the end of their course the Group may, at its discretion, pass this information to debt collecting agencies in order to pursue the debt.

11 The Group also uses student's personal data as follows:

- a) Provide contact details to the Students' Union to enable it to offer appropriate services to students. Please contact student-union@nptcgroup.ac.uk if you do not want your contact details shared with the Students' Union.
- b) The Group's Student Support Services may contact students declaring a health need or an additional learning need or if they are LAC/CL, carer / young adult carer, an armed forces veteran or the child of a parent / guardian who is a serving member of the armed forces or has a disclosed criminal conviction to confidentially discuss available support.
- c) Provide progress reports to the parent /guardian of students under the age of 19 and to sponsors of students (except relatives).
- d) Provide references to education institutions and employers, usually with the consent of the student or graduate.
- e) Publication of the names of students in annual awards programmes.
- f) Disclose information about students and graduates for the purpose of promoting the Group, and to their former schools for the purposes of school liaison, but only with the consent of the student if they are personally identified.
- g) For the purposes of plagiarism detection, utilising the on-line *Turnitin* plagiarism detection service.
- h) Supply personal and financial details to providers of financial services engaged by the Group, for example for the payment of fees, refunds, loans and similar services, including Student Finance Wales.
- i) Disclosing information to external parties for safeguarding and duty of care purposes, for example to social services, medical practitioners and law enforcement agencies.
- j) Subject to review on a case-by-case basis, providing contact details to third party companies and organisations formally engaged by the Group to provide enhanced levels of service to support core activities, including employers for purposes of work experience placements.
- k) Reporting of non-attendance to parents /guardians for students who are under 19 years of age.
- l) Disclose information about student's enrolment status and attainments with their originating LEA and Careers Wales for the tracking of progression in years 12 and 13.
- m) To take a photographic image that will be stored in the Colleges Management information system and to be used for identification purposes including, incorporation in a college identification badge and on internal application systems and on Moodle.
- n) For internal audit purposes, including the Group's appointed internal and external auditors and Esytn.
- o) The College will share your data with EPOS, for the purposes of providing eligible students with free meals through the Financial Contingency Fund.

12 The Group requires all campus-based students to participate in its attendance monitoring system (register marking). For some student groups it is a statutory

requirement that the Group monitors attendance (for example for students claiming Educational Maintenance Grant (EMA) / Welsh Government Learning Grant (WGLG) and international students) and there may be a requirement to report non-attendance to official bodies (e.g. UK Visas and Immigration). It also aids the Group in its duty of care and support provisions, as well as enabling the analysis of specific elements of service provision such as space management.

- 13 In some instances the Group may transfer students' personal data to third parties located in other countries. Any such transfers will be strictly in relation to the delivery of the Group's core services, including to partner institutions abroad. IT services used by the Group may involve the transfer or hosting of student personal data overseas. Personal data may be shared with international agents that the Group uses for the delivery of services to overseas students. All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.
- 14 Some sections of the Group undertake processes involving applicant or student personal data that include elements of profiling. Examples are the Marketing Communications Office and the Admissions Office, where these processes are employed to determine the nature of communications sent to individuals and to facilitate student recruitment and admissions procedures.
- 15 A basic academic record for individual students will be kept permanently by the Group, with more detailed records kept for defined retention periods. Details of the retention periods attributed to different elements of student records can be obtained upon request.
- 16 If you have any queries about the use of student personal data outlined above then please contact the Data Protection Officer by email data-protection-officer@nptcgroup.ac.uk or telephone 0330 818 9014

Individual Rights

- 17 Individuals whose personal data and sensitive personal data/special category data is held by the Group have the following rights regarding their data:
 - a) The right to request access to their personal data held by the Group.
 - b) The right to have inaccurate or incomplete personal data rectified.
 - c) The right to erasure of personal data – this will only apply where there is no legitimate reason for the Group to continue to process the personal data. There will usually be a requirement for the Group to keep a basic student record indefinitely.
 - d) The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by the Group in specific situations.
 - e) The right to data portability – students have the right to request provision of some elements of their information (for example academic progress details) in digital form in order to provide it to other organisations.
 - f) The right to object – students can object to the processing of their personal data by the Group in certain circumstances, including the sending and receipt of direct marketing material.

- g) The right to object to automated decision making and profiling – individuals have the right to object to decisions taken by automatic means without human intervention in some circumstances.

All requests to exercise any of these rights should be made to the Group's Data Protection Officer.

- 18 Where the processing of personal data or sensitive personal data/special category data is based on the consent of the student, they have the right to withdraw their consent at any time by contacting the department or service who obtained that consent or the Group's Data Protection Officer.
- 19 If a student is unhappy with the Group's handling of their personal data, or believes that the requirements of the DPA or GDPR may not be fully complied with, they should contact the Group's Data Protection Officer in the first instance. The Group's formal complaint procedure can be invoked if appropriate, and they also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at www.ico.org.uk.

Student and Leavers Surveys

- 20 You may from time to time be asked to complete surveys either for the Group or on behalf of other organisations, for example Student Union. These organisations and their contractors will use your details only for that purpose, and will then delete them.
- 21 There is no requirement for you to take part in any of these surveys but participation assists the Group, as well as government and regulatory bodies, in performing their statutory, official and public duties.

Submission of Your Data to The Welsh Government

- 22 It is a statutory requirement for the Group to send some of the information we hold about you to the Welsh Government (WG). WG collects, and is responsible for, the database in which your learning information is stored. WG uses your information itself for its own purposes. WG also shares your information with third parties for specified and lawful purposes. It may charge other organisations to whom it provides services and data. WG's use of your Lifelong Learning Wales Record (LLWR) information may include linking information from it to other data, as described in the separate WG statement provided at enrolment / application and linked to below. All uses of WG information must comply with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- 23 If you give us information about your ethnic or racial origin, political opinion, religious beliefs, Trade Union membership, physical or mental health, sexual orientation, gender reassignment or criminal offences or proceedings these may be included in your WG information and used to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010.
- 24 To read the full Welsh Government student data collection notice please visit:
<https://gov.wales/sites/default/files/publications/2020-07/lifelong-learning-wales-record-privacy NOTICE-2020-v4-0.pdf>

Monitoring of IT Systems and Student Accounts

- 25** Students should also be aware that, in certain circumstances, the Group may monitor usage of its IT systems and access user information on its systems and networks that is normally private. Any institutional monitoring or access will comply with UK legislation including the Regulation of Investigatory Powers Act 2000, Human Rights Act 1998, and the Data Protection Act 2018 and UK General Data Protection Regulation. Where necessary any access or monitoring will be justifiable, fair and proportionate, and will be in line with the Group's MIS Acceptable Use Policy and Privacy Standard Policy, copies of which is available upon request.

Student Use of Personal Data

- 26** Student members of the Group are permitted to process personal data only for use in connection with their academic studies or research. They may do this only with the express prior permission of their supervising member of staff, and only in accordance with any guidance or Privacy Standard Policy issued by the Group and in force at that time. This applies whether or not those activities are carried out on equipment owned by the Group and whether or not they are carried out on Group premises. This means that the personal data must be: fairly and lawfully obtained and processed; used only for specified and legitimate purposes; accurate and up-to-date; held securely; kept to the minimum possible and anonymised or pseudonymised where possible; not published, put online or taken outside of the UK without the consent of the individual concerned; and be deleted or destroyed when it is no longer relevant to retain it. The individuals about whom data are held are entitled to inspect the data unless it is held only for research purposes and will not be released in such a way as to identify the individuals concerned.
- 27** Students needing to process personal data for academic or research purposes must make themselves aware of the general requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation, and in particular must abide by the data protection principles set out in Schedules I, II and III of the DPA, and Articles 5, 6 and 9 of GDPR. Students can do this by obtaining a copy of the Group's current guidance on data protection, and further relevant information from their supervising member of staff or Data Protection Officer.
- 28** Students who fail to comply with any guidance or Code of Practice in force may be held personally liable for any resulting breaches of the Data Protection Act 2018 or UK General Data Protection Regulation.