

This privacy notice describes how we, Chesterfield College Group (CCG), collect use and protect your information. It is intended to be read by current and prospective students, alumni and anyone who has been listed as a permitted contact by a student inclusive of parents, guardians, and carers. The term student is inclusive of all provisions including higher education, further education (full-time and part-time courses) and apprenticeships.

Our contact details

Chesterfield College Group is a Data Controller registered with the Information Commissioner's Office (ICO). Registration number Z4716003.

All written correspondence in relation to Data Protection should be addressed to:

The Data Protection Officer
Chesterfield College Group
Infirmary Road
Chesterfield
S41 7NG

The Data Protection Officer, appointed by the Corporation Board to provide independent assurance over the governance and management of data protection, is contactable via dataprotection@chesterfield.ac.uk.

The Chesterfield College Group is committed to protecting your privacy and security. This notice explains how and why we use your personal data. The Chesterfield College Group is the 'Data Controller' for the information it collects, this simply means we are responsible for the personal data that you provide to us.

What personal information does Chesterfield College Group collect?

The information we hold about you comes from the way you engage with the college. This includes information you provide on the course application form, course enrolment form, by engaging with our support provision for in/out of class provision and other services provided by the college. We collect, process and store (within our retention periods) the data you provide to us. This includes information you give when applying or registering or communicating with us. For example, this includes but is not restricted to:

- Details about you, including your name, date of birth and gender;
- Contact details, including address, telephone number and email address;
- Details of your previous qualifications, educational history and employment status (previous schools, local authority);
- Information about your nationality and residency, first language and previous address if applicable;
- Information about medical or health conditions, including whether or not you have a learning disability or difficulty, and if so whether you have an Education Health Care Plan (local authority, external safeguarding or wellbeing support agencies);
- Ethnicity;
- Household information for students aged 19 or over (this is collected only for the ESFA and is not used by Chesterfield College), and information regarding any benefits you may be receiving;
- Data about unspent criminal convictions in order to protect the vital interests of others and also in order to carry out our duty to support those with a conviction;
- Personal data to effectively manage learning and to meet our statutory obligations as a Further/Higher Education College;
- Financial information, including payment information such as credit/debit card or direct debit details, and bank details;
- Permitted contact information for all students enrolling with the College. This information will be deleted from College systems within 12 months of the end of your course academic year end; and

- Marketing preferences.

Your activities whilst involved with the Chesterfield College Group will result in personal data being created. This may include details of how you have performed within your course setting, any assessments or moderation, along with details provided by you at any of our promotional events.

We do not normally collect or store special category personal data (such as that relating to health, religious or philosophical beliefs or political affiliation). There are, however, some situations where this will happen (e.g. for additional learning support or occupational health). You will be asked to explicitly allow this type of information to be collected from you and we will take extra care to ensure your privacy rights are protected.

We collect and retain your information when you access our website, complete Chesterfield College Group forms or provide information by telephone. If you contact us electronically (e.g. email or internet) we may collect your electronic identifier, such as Internet Protocol (IP) address.

If an accident or incident occurs at one of our campuses, at our events or involving our staff then we will keep a record of this (both personal and special category data may be included).

For students under the age of 18, we will collect contact information of parents/guardians in order to carry out our duty of care and support your education and learning as fully as possible. We will contact parents/guardians at specific points in the year to inform them of your progress, and for any disciplinary or attendance issues and student journey event information.

Parents/guardians will be able to opt out of this communication at any point by contacting the Data Protection Officer at dataprotection@chesterfield.ac.uk and asking for their details to be removed from the College's records. This information will be deleted from College systems 12 months of the end of your course academic year end.

We also collect and store your photo at the point you enrol and this is used to produce a College ID badge, which is required to access various College services. These photos will not be used for marketing or any commercial purpose. If your course requires photographs, video or audio records to be created, these will be stored securely and only used in order for you to achieve your qualification. Any other photographic or video content collected will require your specific consent to be used by the College.

The Chesterfield College Group may use your name and email address to inform you of our future offers and similar products and services. This information is not shared with third parties and you can unsubscribe at any time by contacting marketing@chesterfield.ac.uk or by opting out via the email link provided.

If you have any questions in relation to this notice or how we use your personal data, please contact dataprotection@chesterfield.ac.uk.

How is your personal data collected?

Most of the information above is collected directly from you via an application or enrolment form and by engaging with you in/out of class support provision and other services provided by the college. However, some information such as previous qualifications or information to support any special needs, may be collected on your behalf from other organisations such as the DfE (Department for Education), LRS (Learner Records Service), Awarding Organisations, or the Local Education Authority.

Young People

Chesterfield College Group take great care to protect and respect the rights of individuals in relation to their personal data, especially in the case of children. We comply with the Age Appropriate Design Code. Parental permission is required within UK legislation if your child is under 13 years of age; on all occasions the College would ensure specific permission is requested. To publish photographs, pictures, stories and competitions in our publications the Marketing Team will ensure the appropriate consents are requested.

How we use information

We use your personal data, with consent where it is necessary, to:

- Enter into, or perform a contract with you;
- Comply with a legal obligation;
- Protect your vital interests;
- Act in the public interest (as defined in the GDPR);
- For our own (or contracted third party) legitimate interest, which may include research and debt recovery, provided your rights do not override these.

We will only use your information for the purpose or purposes it was originally collected (or closely related purposes), or if you have provided explicit consent allowing the use of the information provided.

Marketing

We use personal data to communicate with people and promote the Chesterfield College Group. This includes keeping you up to date with our news, updates or forthcoming events and other educational related information.

Administration

We use personal data for our administrative purposes. This includes, but is not exclusive to:

- Performing our obligations under relevant contracts;
- Maintaining databases of our students and staff;
- Performing a legal obligation;
- Fulfilling orders for goods or services (whether placed online, over the phone or in person);
- Respect your choices and preferences (e.g. if you do not wish to receive marketing material).

Internal research and analysis

We carry out research and analysis on our students to determine the success of campaigns and to better understand behaviour and feedback to allow us to identify patterns and trends. This helps the Chesterfield College Group to continue with excellence and improvements tailored to student experience.

Where do we disclose, share data?

We will not sell your personal data.

We do not share information about students with anyone without consent unless the law or our policies allow us to do so.

We routinely share information with:

- Educational provider that the student attended before/after joining the CCG.
- Other educational providers involved in joint delivery of a course
- Local authorities

- The Home Office (immigration and UKVI visa applications)
- The Department for Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- The Office for Students (OfS)
- The Higher Education Statistics Agency (HESA)
- The Learner Records Service (LRS)
- The National Careers Service
- The National Pupil Database (owned and managed by DfE)
- Youth Support Services
- The awarding organisation for the qualification enrolled upon
- Permitted contacts (eg parents, guardians, carers)
- Employers who sponsor a student on a course including apprenticeships
- Agencies who are required to audit our student and financial records
- Debt Collection Agencies who support the collection of unpaid/outstanding fees
- National Health Service and local NHS Trusts
- Law enforcement agencies
- Destination Surveys conducted by J2 Research Limited
- Platform providers which offer a service to support your learning through your student email accounts.

Privacy Notices of organisations we share your data with:

Education Skills Funding Agency (ESFA) - <https://www.gov.uk/government/publications/esfa-privacy-notice>

Office for Students (OfS) - <https://www.officeforstudents.org.uk/privacy/>

Higher Education Statistics Agency (HESA) - <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

Learner Records Service (LRS) - <https://www.gov.uk/government/publications/lrs-privacy-notices>

Student Loans Company (SLC) - <https://www.slc.co.uk/about-us/privacy-notice.aspx>

Joint Council for Qualifications (JCQ) - <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---privacy-notice>

J2 Research Limited (Student Destination Surveys) - [Privacy Policy - J2Research](#)

Century Tech [Terms of Use, Privacy and Intellectual Property - CENTURY](#)

ePearl [PEARL | PEARL \(epearl.co.uk\)](#)

Information will be shared with third parties to enable trips and work experience placements where these are facilitated by the Chesterfield College Group (CCG).

The Chesterfield College Group will not sell your personal data.

We may, in certain circumstances, have a statutory duty or obligation to pass some of your details to government agencies, judicial services and the Police.

Students have the option to provide contacts. Permitted contacts are parents, guardians, carers, another family member or any individual in the student's personal life. If a student provides one or more permitted contacts they are providing their consent for the Group to share details of their performance and progress with these named individuals. This information could be shared in writing, verbally, or through electronic means. A student can add or remove contacts at any time by contacting enrolment@chesterfield.ac.uk or by speaking to their personal tutor.

How long will Chesterfield College hold your data?

The Chesterfield College Group only use and store data for as long as it is required for the purpose it was originally collected or for legal and regulatory reasons. The length of time information is stored depends

upon the information in question and what it is being used for. We continually review the information we hold and delete what is no longer required. We never store card payment information on any of our systems.

For example, we have a legal obligation to retain student information for audit requirements for periods of between 7 and 10 years. Any data provided by consent may be deleted on request.

The Chesterfield College Group is based in the UK and we may store our data within the UK and EEA. Some organisations that provide services to us may transfer personal data outside of the EEA, the Group will ensure that relevant security measures are in place to protect your personal data. A contractual obligation will be in place for those receiving your personal data or by ensuring the recipients have subscribed to relevant international frameworks that aim to provide adequate protection.

All of the personal data we collect is processed by our staff in the UK. For the purposes of IT hosting and maintenance, this information may be located on servers within the European Union and, occasionally, trusted parties outside the EU may have access to certain parts of the data we collect. No third parties have access to your personal data unless UK or EU law allows them to do so, or an official processing agreement is in place with the Chesterfield College Group.

How does Chesterfield College protect data?

The College takes the security of your data seriously. The College has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

All staff undertake data protection training. The Data Protection policy is available to view on our website, or can be obtained in print by contacting our reception.

CCTV

Our premises have CCTV and you may be recorded when you visit them. CCTV is on our premises to provide security and to protect both you and the Chesterfield College Group. CCTV will only be viewed when necessary (e.g. to detect or prevent crime) and footage is only ever stored temporarily, unless necessary for review or legal purposes. The Chesterfield College Group comply with the Information Commissioner's Office (ICO) CCTV Code of Practice and we display notices to indicate where CCTV is in use.

What rights do you have?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Ask us to change incorrect or incomplete data;
- Ask us to delete or stop processing your data, for example where the data is no longer needed for the reason it was collected.

If you would like to exercise any of these rights, please contact the Data Protection Officer at dataprotection@chesterfield.ac.uk

Who can I complain to?

If you have any questions about the College's collection and use of personal data, please contact the Data Protection Officer at dataprotection@chesterfield.ac.uk. They will be happy to provide additional information if it is required.

If you believe that Chesterfield College has not complied with your data protection rights, you can complain to the Information Commissioner. This can be done at the following address: <https://ico.org.uk/concerns/>.

What if I do not provide personal data?

Failure to provide data required to meet legal obligations will result in us not being able to enrol you as a student. Failure to provide other information (except that requiring consent), for example learning difficulty information, may result in the College being unable to provide the standard of service we would wish to provide.

Does Chesterfield College use your data to carry out automated decision-making?

No decisions are based on automated decision-making.

Changes to this Privacy Statement

We will keep this Privacy Statement under regular review and reserve the right to change it as necessary from time to time or if required by law. Any changes will be immediately posted on our website.

The Data Controller

Data Protection Officer
Chesterfield College Group
Infirmary Road
Chesterfield S41 7NG

www.chesterfield.ac.uk/dataprotection

Email: dataprotection@chesterfield.ac.uk