

## **Student Privacy Notice**

### **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](mailto:dataprotection@chesterfield.ac.uk).

### **Our commitment to privacy and security**

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. We have strict policies and processes in place to ensure that it remains safe whilst in our possession. Personal data means any information concerning or relating to an identified or identifiable individual. This data may include, but is not restricted to, your name, telephone number, National Insurance number, postal address or email address.

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.

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](mailto:marketing@chesterfield.ac.uk) or by opting out via the email link provided.

The Chesterfield College Group will not sell your personal data and it will only share it with other organisations we work with where necessary whilst both privacy and security can be maintained at all times. 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.

If you have any questions in relation to this notice or how we use your personal data please contact [dataprotection@chesterfield.ac.uk](mailto:dataprotection@chesterfield.ac.uk).

### **What personal information does Chesterfield College Group collect?**

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;
- 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 EHCP (Education Health Care Plan);
- 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 Education College;
- Financial information, including payment information such as credit/debit card or direct debit details, and bank details;
- Emergency contact information for all students enrolling with the College. This information will be deleted from College systems within 3 months of the end of your course; 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.

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.

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](mailto:dataprotection@chesterfield.ac.uk) and asking for their details to be removed from the College's records. This option will be provided to them at every point of contact the College makes with them. This information will be deleted from College systems within 3 months of the end of your course.

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.

### **How is your personal data collected?**

Most of the information above is collected directly from you via an application or enrolment form. 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 and store data?**

We will not sell your personal data.

We may share personal data with our trusted partners, subcontractors or suppliers who provide us with services. These services will always be carried out under a contract that imposes strict requirements to keep information secure and confidential.

The Chesterfield College Group is based in the UK and we may store our data within the European Union. Some organisations that provide services to us may transfer personal data outside of the EEA but we will only allow them to do so if the data is adequately protected.

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 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.

### **Who has access to data?**

Your information may be shared internally, including with any Chesterfield College Group staff member who needs the data to provide services to you.

The College uses third parties to process personal data on its behalf and to provide services to you and College staff, and we have contracts in place that require them to keep your information secure. They are not allowed to share your information with other third parties. An example of this would be a software company who provides a portfolio monitoring system which tracks the work you are completing, supporting your studies and enabling you to achieve.

The College shares your data with third parties where there is a legal obligation to do so, including with the Education Skills Funding Agency (ESFA), Office for Students (OfS), Higher Education Statistics Agency (HESA), Learner Records Service (LRS), Student Loans Company (SLC), Awarding Organisations and Derbyshire County Council (DCC). The College may also need to share your data with your previous schools or colleges, when requested by the ESFA. This is done to ensure the College is not claiming funding for qualifications already achieved.

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>

### **What do we do with your data?**

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](mailto: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](mailto: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](http://www.chesterfield.ac.uk/dataprotection)

Email: [dataprotection@chesterfield.ac.uk](mailto:dataprotection@chesterfield.ac.uk)