

## **RECORD OF PROCESSING ACTIVITY (ROPA)**

**Chesterfield College is a data controller as defined by the UK General Data Protection Regulation and the Data Protection Act 2018. Our ROPA describes how and why we use personal information.**

The **Record of Processing Activity (ROPA)** details the categories of data subjects and personal data that we process, as well as the purpose of the processing along with any recipients the personal data may be shared.

The Chesterfield College Group (CCG) is organised into academic schools and supported by Support Services (Finance, ICT Services, Compliance Management, MIS, Marketing, Quality and Student Support).

### **Purposes for processing information**

The College processes personal data for several purposes.

- Providing education and support services to our students.
- Staff administration.
- Safeguarding the health and safety of our staff, students and third parties.
- Management and administration of student data.
- Financial purposes.
- Data security and integrity management.
- Statutory returns and other legal obligations.
- Awarding Organisation and End Point Assessment administration.
- The prevention and detection of crime.
- Marketing and event promotion.
- Alumni engagement management.
- Fundraising and donation management.
- Contractor management and commercial activities to our clients.

### **Categories of data subjects**

As a result, the College processes the personal data of:

- Staff and contracted personnel.
- Prospective staff.
- Unsuccessful applicants (staff).

- Unsuccessful applicants (students).
- Volunteers.
- Former staff.
- Prospective students.
- Alumni.
- Former students (withdrawn).
- External Third Parties.
- Exchange students (incoming).
- Visitors.
- Individuals captured by CCTV images.
- Landlords, tenants.
- Parents, guardians, and carers of students.
- Contractors.
- Industry/Business contacts.
- Suppliers of goods and services.
- Complainants and enquirers.
- Persons who may be the subject of enquiry.
- Third parties participating in course work.
- Health, welfare, and social organisations.

### **Categories of personal data**

Categories of personal data processed by the College are:

- Biographical and family details.
- Lifestyle and social circumstances.
- Visual images, personal appearance, and behaviour.
- Contact information.
- Next of kin and emergency contact information.
- Survey/feedback information.
- Student record, attendance, and academic data.
- Employment record and data.

- Trade union membership.
- Financial details.
- Contract record information – including external third parties.
- Misconduct, disciplinary and grievances investigations and outcomes.
- Qualifications and professional memberships information.
- Consent record information.
- Health and disability data.
- Criminal proceedings and conviction information (offences and alleged offences and sentences).
- Equality information.
- Disclosure and barring service checks.

### **Recipients of personal data**

In certain circumstances the College must share personal data with a third party if this is required by law or because it otherwise deems it to be necessary to achieve a specified purpose. Chesterfield College complies with the UK General Data Protection Regulation and the Data Protection Act 2018 when disclosing personal data.

The categories of recipients for personal data are:

- Suppliers and service providers.
- New and previous employers.
- Regulatory bodies including the Office for Students (OfS).
- Governmental bodies including DFE and ESFA.
- Third party statistical agencies, including HESA.
- Local Councils.
- Awarding organisations and UCAS (University College Admissions Service)
- Work experience or other employer placement providers
- Student support providers.
- Parents, guardians, and carers.
- Police and other law enforcement services.
- Legal representatives.

### **Transfer of data to a third country**

Chesterfield College operates within the UK. Where we transfer personal data outside of the UK, we ensure appropriate contracts or other safeguards are in place.

### **Retention of data**

The College retains personal data in line with our Retention Policy.

### **More information**

#### **Data Protection Officer**

Jo Gibson

#### **Data controller**

Chesterfield College, Infirmary Road, Chesterfield, S41 7NG

**ICO registration number** Z4716003)

Last review: 01 September 2023