

Learners Privacy Notice

Which College Department would you like more information about?

Enrolment and Administration

Finance and Bursary

Teaching

Marketing

Enrolment and Administration

The information we collect about you

As part of your enrolment into the College we may collect your personal details including:

- Name
- Current address (and previous if moved within 3 years)
- Date of birth
- Email address
- Phone number
- Gender
- National Insurance Number
- Nationality
- Whether or not you are in care
- Emergency contact details
- Previous attendance
- Ethnicity
- Employment situation
- Work assessment data
- Dates of attendance
- Exam/test results
- Criminal record
- Special needs details.

As part of our administration of the College we may collect further personal and educational details including:

- Exam results
- Attendance
- Union membership
- Sports team membership
- Sibling details
- Photo
- First and second language
- Work assessment data
- Religion
- Health records/conditions (including mental health)
- Doctor's details
- Behaviour record
- Sex-related data.

The uses made of your personal information

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
- To be able to tell other colleges your attendance dates if you leave
- Information for making registers
- Class lists
- Trip lists
- Communications
- Reports
- Employer information (for example for apprentices and day release students)
- To identify pupils who cannot be used for marketing photos

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

How long we keep your personal information

Learner records (including enrolment forms, transfers, withdrawals, disciplinary, appeal, and exams data) will keep for six years after the academic year to which it relates.

Student work (Portfolios, coursework, projects) will be disposed in the year following the academic year to which it relates.

Any personal data held other than learner records and student work (and as covered by this privacy policy) will be kept for two years following the academic year to which it relates.

How we share your personal information

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

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

Organisation / Type of organisation	Purpose
Document Destruction Services	To assist with the secure destruction of sensitive physical documentation.
Education & Skills Funding Agency (ESFA), Department for Education (DfE) and any successor bodies to these organisations.	Your personal data is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the

Including the Learning Records Service (LRS) which is an ESFA service.	Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your personal data may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. Further information about the DfE's use of and access to your personal data, and details of organisations with whom we regularly share data, please visit here . For the LRS privacy policy please visit here .
Examination awarding bodies.	For registration and certification purposes.
Freelance Assessors	To provide specialist education and training services.
Hampshire County Council / Southampton City Council	To fulfil the county council's statutory responsibilities. To provide Eastleigh College with assistance in their role in supporting young people into participation in education, training or employment (PETE). For additional higher needs funding.
Placement Solutions Group Ltd	To assist learners' with their work experience needs.
Record Management providers	To assist with the courier and offsite storage of physical documentation.
Student Loans Company	To assist with learners' course funding arrangements.

We will take all steps necessary to ensure that your personal data is treated securely and in accordance with this privacy policy when it is transferred to third parties.

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

Finance and Bursary

The information that you give us

In order to manage the financial affairs of the College we may collect and hold the following information about you:

- Funding information
- Bank details
- Whether you are in care
- Details of household income (to support a bursary claim)

The uses made of your personal information

We will use your information:

- To ensure your place is appropriately funded
- To make payment to you
- To receive payment from you.

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

How long we keep your personal information.

This information will keep for six years after the academic year to which it relates.

How we share your personal information.

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

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

Organisation	Purpose
Education & Skills Funding Agency (ESFA), Department for Education (DfE) and any successor bodies to these organisations. Including the Learning Records Service (LRS) which is an ESFA service.	Your personal data is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your personal data may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. Further information about the DfE's use of and access to your personal data, and details of organisations with whom we regularly share data, please visit here . For the LRS privacy policy please visit here .
Oriel Collections Ltd (also trading as FlexPay)	To assist with learners' course funding arrangements as well as providing the College with a debt recovery service.
Student Loans Company	To assist with the learner's course funding arrangements.
Worldpay / Barclaycard	A payment service provider to assist with the safe payment and receipt of your monies.

We will take all steps necessary to ensure that your personal data is treated securely and in accordance with this privacy policy when it is transferred to third parties.

How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.

Teaching

The information that you give us

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create as well as anything that is required for the completion of your course.

In addition, when you use the IT systems we provide you with access to, we will process the data you input.

The uses made of your personal information

We will use your information for the purposes of teaching you and measuring your achievements.

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.

How long we keep your personal information.

Student work (Portfolios, coursework, projects) will be disposed in the year following the academic year to which it relates.

How we share your personal information.

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation	Purpose
Examination awarding bodies.	For registration and certification purposes.
OneFile Ltd	An electronic portfolio service provider for work based learning courses.

We will take all steps necessary to ensure that your personal data is treated securely and in accordance with this privacy policy when it is transferred to third parties.

How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.

Marketing

The information that you give us

For marketing purposes we collect:

- names
- addresses,
- dates of birth,
- email addresses,
- former school information
- year group.

The uses made of your personal information

We will use your information to:

- To develop new products and services
- For market research
- To communicate useful information such as event details, new course information and other promotional materials

The legal basis on which we collect and use your personal information.

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

If marketing has been carried out on the basis of our legitimate business interests then personal data will be held until the point of unsubscribing.

If marketing has been carried out on the basis of consent then personal data will be held until the consent is removed or within the year following the completion of your course, whichever is earlier.

How we share your personal information.

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

Type of organisation	Service
Marketing automation platforms	Provision of email marketing and marketing automation services.
Photographers	Professional photography services which will be used for website and promotional material.

We will take all steps necessary to ensure that your personal data is treated securely and in accordance with this privacy policy when it is transferred to third parties.

How we transfer your personal information outside Europe

We do not store or transfer your personal data outside Europe.

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.

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 that we are making 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. Any changes we make to our privacy policy in the future will be notified to you by email.