

Loughborough College Group

Privacy Notice - Students

1. Scope and Purpose

This privacy notice tells you about the information we process about you whilst you are a student at Loughborough College Group, and in some cases after you cease to be a student. As a Data Controller, we process your data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the EU GDPR as retained and amended in UK law - collectively referred to as the **Data Protection Legislation**. We are legally required to inform you about who we are, why we process your data, how we use it, and the rights you have regarding your personal information.

This notice applies to students at Loughborough College Group and all of its colleges. References to the Group or College refer to all parts of the group.

2. Policy/Procedure Statement

To meet its contractual, statutory, and managerial obligations, Loughborough College Group must process students' personal data, including special category data as defined by Data Protection Legislation. This may include information on health, racial or ethnic origin. Additionally, the College Group may process data on criminal convictions and offences, which, while not classified as special category data, is subject to specific processing requirements under the Data Protection Legislation.

All such data will be processed in accordance with the provisions of the Data Protection Legislation and Loughborough College Group's Privacy and Personal Data Protection Policy, which may be amended from time to time. For the purposes of the Data Protection Legislation and this notice, the term 'processing' includes the initial collection of personal data, the holding and use of the data, as well as access, disclosure, through to final destruction. In certain circumstances, the provisions of the Data Protection Legislation and laws permit Loughborough College Group to process a student's personal data, and, in certain circumstances, special category, without their explicit consent. Further information on what data is collected and the purposes for which it is processed is given below in this notice.

The Data Protection Officer (DPO) is responsible for ensuring that this notice is made available to data subjects prior to Loughborough College Group collecting/processing their personal data.

Loughborough College Group staff who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

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3. Impact Assessments

- 3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.
- 3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.
- 3.3. This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

4. Privacy Notice

4.1. Who We Are

We are Loughborough College, operating as the Loughborough College Group. Our address is Radmoor Road, Loughborough, Leicestershire, LE11 3BT. You can contact us by post at the above address, by email at dataprotection@loucoll.ac.uk or by telephone on +44 (0)1509 215831.

We are required to have a Data Protection Officer, so any enquiries about our use of your personal data should be addressed to the Data Protection Officer at dpo@loucoll.ac.uk or by using the address or telephone number above.

4.2. What is Personal Data

Under the Data Protection Legislation, personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

4.3. How We Collect Your Information

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us before joining, for example when you express your interest in studying at Loughborough College Group.

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- When you apply to study at Loughborough College Group and complete enrolment forms via the Universities and Colleges Admissions Service (UCAS), Loughborough College Group website and when you complete other admissions processes and procedures.
- When you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns
- Video and audio recording during lessons which utilise video cameras situated in specialist immersive classrooms
- In various other ways as you interact with us during your time as a student at Loughborough College Group, for the various purposes set out below
- From third parties, for example from your previous or current school, sixth form college, university or employers who may provide a reference about you or who may sponsor your studies.

4.4. The Types of Information We Collect

We may collect the following types of personal data about you:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality. We will also allocate you a unique student number.
- Information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to assessments of your work, details of examinations taken, your predicted and actual examination grades and other information in your student record
- Information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary or in order to provide you with appropriate pastoral care;
- Your image and/or recordings of your voice may be captured though the College Group's immersive classrooms, recorded online lessons, CCTV and onsite & offsite events. Any direct recording of a data subject will be forewarned to allow any concerns to be addressed
- Special category data, including
 - Information concerning your health and medical conditions (e.g. disability and dietary needs);
 - Information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.
- Criminal offence data
 - Certain criminal convictions (e.g. for students on nursing programs, following completion of an annual declaration of "good character")

4.5. How We Use Information About Our Students

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The purposes for which we may use personal data (including special category data) we collect during a student's association with us including:

- Recruitment and Admissions
- Academic matters, including:
 - The provision of our core teaching, learning and research services (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, graduation);
 - Maintaining student records;
 - Assessing your eligibility for bursaries and scholarships, etc
- Providing library, IT and information services;
- Non-academic matters in support of our core services, including:
 - Providing student support services (e.g. through Additional Learning Support, Careers and Employability Service, Health and Wellbeing Service, Student Medical Centre, personal supervisors and academic departments);
 - Monitoring equal opportunities;
 - Safeguarding and promoting the welfare of students;
 - Ensuring students' safety and security;
 - Managing student accommodation;
 - Managing the use of social media;
 - Managing car parking on campus;
- Administering finance (e.g. fees, scholarships and bursaries);
- Meeting our legal reporting obligations (e.g. Government Departments, Awarding Bodies)
- Other administrative purposes, including:
 - Carrying out research and statistical analysis;
 - Carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
 - Providing operational information (e.g. providing IT support, information about building closures or access restrictions on campus, or safety advice);
 - Promoting our services (e.g. providing information about the college, summer schools, student exchanges, or other events happening on and off campus);
 - Preventing and detecting crime;

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- Dealing with grievances and disciplinary actions;
- Dealing with complaints and enquiries.

4.6. Course Completion, Graduation, and Degree Information

Personal data (including award and classification) will be published in the award ceremony booklet. This information will also be passed to third parties involved in the ceremonies (including our local paper and commemorative clothing suppliers). All published details will be available on our archive and our website following the relevant graduation events.

You may withhold your consent to your name being published for these purposes by contacting dpo@loucoll.ac.uk.

4.7. The Basis for Processing Your Information and How We Use It

We may process your personal data because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following.

- to interact with you before you are enrolled as a student, as part of the admissions process (e.g. to send you a prospectus or answer enquiries about our courses;
- once you have enrolled, to provide you with the services as set out in our Student Agreement
- to deal with any concerns or feedback you may have
- for any other purpose for which you provide us with your personal data

We may also process your personal data because it is necessary for the performance of public tasks or because it is necessary for our or a third party's legitimate interest. In this respect, we may use your personal data for the following:

- To provide you with educational services which may not be set out in our Student Agreement but which are nevertheless a part of our academic and educational mission
- To monitor and evaluate the performance and effectiveness of the College Group, including by training our staff or monitoring their performance
- To maintain and improve the academic, corporate, financial, estate and human resource management of the College Group
- to promote equality and diversity throughout the college
- to seek advice on our rights and obligations, such as where we require our own legal advice
- recovering money you owe to us
- for fundraising purposes

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

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- To meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements
- For the prevention and detection of crime
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities

We may also process your personal data where:

- Is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional);
- It is necessary to protect your or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

4.8. Sharing Information with Others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, for example when you register with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- Our employees, agents and contractors where there is a legitimate reason for their receiving the information
- Third parties:
 - who work with us to provide student accommodation;
 - who work with us to provide student support services (e.g. counselling);
 - who are contracted to provide out-of-hours IT services for us;
 - organisations operating anti-plagiarism software on our behalf (such as Turnitin®, for further details see [Turnitin® UK Information for Students](#));
 - internal and external auditors
 - Book or arrange trips
- Those with an interest in tracking student progress and attendance, including:
 - student sponsors (e.g. the Student Loan Company, research sponsors, Research Councils);
 - current or potential education providers (for example, where you take part in an exchange programme as part of your course);
 - current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);

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- Professional and regulatory bodies (e.g. Association of Accounting Technicians, Institute of Leadership and Management) in relation to the confirmation of qualifications, professional registration and conduct and the accreditation of courses;
- Government departments and agencies where we have a statutory obligation to provide information, e.g. the DfE, SportsAid, the Office for Students, the Home Office (in connection with UK visas and immigration), Council Tax and Electoral Registration Officers at relevant local authorities (for the purpose of assessing liability for Council Tax and for electoral registration purposes);
- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);
- Parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- Third parties conducting surveys, for example the National Student Survey
- Third parties who provide services for graduation ceremonies, including for bookings, providing academic robes, and photography services.

4.9. International Data Transfers

Some of the personal data we process about you will be transferred to, and stored at, a destination outside the United Kingdom and/or European Economic Area (EEA). This may occur where it is processed by staff operating outside of these areas who work for us or for one of our suppliers, or where personal data is processed by one of our suppliers who is based outside the UK or the EEA or who uses storage facilities outside these regions.

In these circumstances, your personal data will only be transferred on one of the following bases:

- where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law;
- a decision of the UK government or European Commission provides that the country or territory to which the transfer is made ensures an adequate level of protection; or
- there exists another situation where the transfer is permitted under applicable law (e.g. where we have your explicit consent).

4.10. Students' Union

We share some of the information we hold about you (including your name, date of birth, nationality, College group email address and programme of study) with Loughborough Students' Union (LSU) unless you notify us that you wish to opt out of LSU membership. LSU use this information to administer membership of the Students' Union.

4.11. Fundraising and Alumni Relations

We pass certain of your personal data to our Marketing and Alumni departments when you graduate. This information will be used for alumni activities, including sending Loughborough

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College Group publications, external destination surveys, promotion of alumni benefits, services, events and programmes.

4.12. National Student Survey and Leaver Surveys

Students may be included in surveys that track the progress of leavers in the years after they leave/graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. The organisation will use your details only for that purpose and will then delete them.

If you do not want to take part in any of these surveys, please let us know at dpo@loucoll.ac.uk.

4.13. Changes to Your Personal Data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. Some student details can only be changed in person, however we can advise further if you call into reception, or email to studentrecords.funding@loucoll.ac.uk.

5. Accuracy of Data

Loughborough College Group is required to take reasonable steps to ensure that any personal data it processes is accurate and up-to-date. It is the responsibility of the learner to inform Loughborough College Group of any changes to the personal data that they have supplied to it during the course of their studies by emailing studentrecords.funding@loucoll.ac.uk.

6. Retention Period

Loughborough College Group will process personal data for whilst you are a learner and will store the personal data for a period of time once you have ceased to be an learner. The retention period for different classifications of personal data has been established in line with information management guidelines.

Please refer to Records Retention and Protection Policy for more information on retention periods.

7. Individual Rights

Under Data Protection Legislation, you have the right to request access to information about you that we hold. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- *Right to be informed* - under transparency requirements in the new laws, you are informed about the collection and use of personal data
- *Right of access* – you have the right to request a copy of the information that we hold about you
- *Right of rectification* - you have a right to correct data that we hold about you that is inaccurate

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or incomplete.

- *Right to erasure* - in certain circumstances you can ask for the data we hold about you to be erased from our records
- *Right to restrict processing* - where certain conditions apply to have a right to restrict the processing of personal data
- *Right to data portability* - you have the right to have the data we hold about you transferred to another organisation
- *Right to object* - you have the right to object to certain types of processing such as direct marketing
- *Rights in relation to automated decision making and profiling* - you also have the right to be subject to the legal effects of automated processing or profiling

8. Requesting Access to Your Personal Data

To make a request for your personal information, contact the Data Protection Officer at dpo@loucoll.ac.uk.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or write to them at:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

9. Further Information

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer at dpo@loucoll.ac.uk or the data protection advisor at dataprotection@Loucoll.ac.uk.

10. Location and Access to the Policy/Procedure

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

11. Linked Policies and Procedures

- Privacy and Personal Data Protection Policy.
- Records Retention and Protection Policy.

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12.Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title

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