



Privacy Notice – Careers & Enterprise Hub

1. Purpose and Commitment

- 1.1. To meet its contractual, statutory, and managerial obligations, the Careers and Enterprise Hub (as part of Loughborough College Group) must process personal data relating to its users, 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.
- 1.2. 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 your 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.
- 1.3. 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.
- 1.4. 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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Approved by:	Executive	Applicable to:	Public
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2. Scope

- 2.1. This privacy notice tells you about the information we process about you if you use the facilities of the Careers and Enterprise Hub, and in some cases after they cease to attend. As a Data Controller, we process you and your child's 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.
- 2.2. This policy applies to Loughborough College Group, its colleges, and its subsidiaries.

3. Definitions

- 3.1. Definitions are intended to help readers understand this guidance document and should be interpreted in a reasonable and supportive way, rather than used to make assumptions about individuals or situations. Where there is uncertainty about how a term should be understood, individuals are encouraged to seek clarification from the College Group.

Key Term/Acronym	Definition
"Responsible Manager"	The person in the department who looks after the document day-to-day. They update it, review it, and make sure it reflects current practice and any requirements.
"DfE"	Department for Education

- 3.2. Unless the context requires otherwise, singular words include the plural and vice versa, references to a person include an individual or legal entity, and references to legislation include any amendments or replacements.
- 3.3. The terms "including", "include", and similar expressions are illustrative and do not limit the meaning of the preceding words. References to the Group or College refer to all parts of the group.

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4. Policy Impact Assessments

- 4.1. This document 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.
- 4.2. This document 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.
- 4.3. This document 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.

5. Who We Are

- 5.1. 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 dpo@loucoll.ac.uk or by telephone on +44 (0)1509 215831.
- 5.2. 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.

6. What is Personal Data

- 6.1. 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".

7. How We Collect Your Information

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

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- 7.1.1. From the information you provide to us when you interact with us, for example when you express your interest in either studying at Loughborough College or in seeking employment through our services.
- 7.1.2. When you communicate with us by telephone, email, for example in order to make enquiries or raise concerns.
- 7.1.3. When third parties, for example from your previous or current school, sixth form college, university or government agencies who may want to assist you in looking for employment or further studies.

8. The Types of Information We Collect

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

- 8.1.1. 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.
- 8.1.2. 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;
- 8.1.3. Special category data, including:
 - 8.1.3.1. Information concerning your health and medical conditions (e.g. disability and dietary needs);
 - 8.1.3.2. Information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.
- 8.1.4. Criminal offence data
 - 8.1.4.1. Certain criminal convictions (e.g. for students on nursing programs, following completion of an annual declaration of "good character")

9. How We Use Information Your Information

9.1. The purposes for which we may use personal data (including sensitive personal data) we collect during your association with us include:

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- 9.1.1. To assist with admissions should you choose to apply to learn through Loughborough College;
- 9.1.2. To assist in finding employment, which may include sharing your curriculum vitae with organisations.
- 9.1.3. Monitoring equal opportunities;
- 9.1.4. Meeting our legal reporting obligations (e.g. Government Departments)
- 9.1.5. other administrative purposes, including:
 - 9.1.5.1. carrying out research and statistical analysis;
 - 9.1.5.2. carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
 - 9.1.5.3. preventing and detecting crime;

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

- 10.1. 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:
 - 10.1.1. to interact with you before you are enrolled as a student, as part of the advisor and admissions process;
 - 10.1.2. To be able to work with other organisations in helping you apply for employment opportunities
 - 10.1.3. To deal with any concerns or feedback you may have
- 10.2. We may also process your personal data because it is necessary for the performance of our tasks carried out in the public 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:
 - 10.2.1. To monitor and evaluate the performance and effectiveness of the College, including by training our staff or monitoring their performance
 - 10.2.2. To maintain and improve the academic, corporate, financial, estate and human resource management of the college
 - 10.2.3. To promote equality and diversity throughout the college

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- 10.2.4. To seek advice on our rights and obligations, such as where we require our own legal advice
- 10.3. 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:
 - 10.3.1. To meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements
 - 10.3.2. For the prevention and detection of crime
 - 10.3.3. in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities
- 10.4. We may also process your personal data where:
 - 10.4.1. Is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional);
 - 10.4.2. It is necessary to protect you or another person's vital interests; or
 - 10.4.3. We have your specific or, where necessary, explicit consent to do so.

11. Sharing Information with Others

- 11.1. For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your own or your child's personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, for example when your child registers 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:
 - 11.1.1. Our employees, agents and contractors where there is a legitimate reason for their receiving the information, including internal and external auditors
 - 11.1.2. Government departments and agencies where we have a statutory obligation to provide information (e.g. 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));

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11.1.3. We are required by law, to provide information about our children to the Local Authority as part of statutory data collections such as the Early Years' census. Some of this information is then stored in the National Child Database (NPD). The law that allows this is the Education (Information about Individual Children) (England) Regulations 2013.

11.1.4. Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards);

12. International Data Transfers

12.1. 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.

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

12.2.1. where the transfer is subject to one or more of the "appropriate safeguards" for international transfers prescribed by applicable law;

12.2.2. 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

12.2.3. there exists another situation where the transfer is permitted under applicable law (e.g. where we have your explicit consent).

13. Changes to Your Personal Data

13.1. Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. Some details can only be changed in person, however we can advise further if you call into the Careers and Enterprise Hub, or email careershubs@loughborough.ac.uk.

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14. Accuracy of Data

- 14.1. Loughborough College 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 individual to inform Loughborough College of any changes to the personal data that they have supplied to it during their association with the college by emailing careershubs@loucoll.ac.uk.

15. Retention Period

- 15.1. College will process personal data for whilst you are a customer and will store the personal data for a period of time once you have ceased to be a customer. The retention period for different classifications of personal data has been established in line with information management guidelines and for the purposes of the Careers and Enterprise Hub will be the current academic year plus one year.
- 15.2. Please refer to Records Retention and Protection Policy for more information on retention periods.

16. Individual Rights

- 16.1. Under Data Protection Legislation, you have the right to request access to information about you or your child 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:
- 16.1.1. *Right to be informed* - under transparency requirements in the new laws, you are informed about the collection and use of personal data
 - 16.1.2. *Right of access* - you have the right to request a copy of the information that we hold about you
 - 16.1.3. *Right of rectification* - you have a right to correct data that we hold about you that is inaccurate or incomplete.
 - 16.1.4. *Right to erasure* - in certain circumstances you can ask for the data we hold about you to be erased from our records
 - 16.1.5. *Right to restrict processing* - where certain conditions apply to have a right to restrict the processing of personal data
 - 16.1.6. *Right to data portability* - you have the right to have the data we hold about you transferred to another organisation

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16.1.7. *Right to object* - you have the right to object to certain types of processing such as direct marketing

16.1.8. *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

17. Requesting Access to Your Personal Data

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

17.2. 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

18. Further Information

18.1. If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer at dpo@loucoll.ac.uk.

19. Roles and Responsibilities

19.1. Data Protection Officer

19.1.1. A defined role of Data Protection Officer (DPO) is required if an organisation is a public authority, if it performs large scale monitoring, or if it processes particularly sensitive types of data on a large scale. The DPO is required to have an appropriate level of knowledge and can either be an in-house resource or outsourced to an appropriate service provider.

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19.1.2. Based on these criteria, Loughborough College Group requires a Data Protection Officer to be appointed.

20. Related Documents

20.1. This document should be read with:

- Privacy & Personal Data Protection Policy
- Records Retention & Protection Policy

21. Document Access

21.1. This document can be found on the College Group's website and on the Document Control SharePoint.

22. Review and Continuous Improvement

22.1. The College Group is committed to actively periodically reviewing its documents in line with legislation and best practice, to ensure they remain accurate, transparent, compliant, inclusive, effective, and supportive.

23. Change Log

Date	Version	Details of Change	Reviewer

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