

Privacy information for members of the public

Which organisation is processing my personal Data?

Exeter College Further Education Corporation
Hele Road, Exeter, EX4 4JS
01392 400 500

Who is the person responsible for data protection?

The name of the Data Protection Officer (DPO) can be found at www.exe-coll.ac.uk/dataprotection.

The DPO can be contacted via www.exe-coll.ac.uk/dataprotection, by using number above or by email to DPO@exe-coll.ac.uk.

What does 'personal data' mean?

Any information relating to a natural person (the data subject) who can be identified, directly or indirectly, by reference to an identifier such as a name, identification number or one more other factors.

Some personal information falls into the 'special categories'. These include: race, ethnic origin, politics, religion, trade union membership, genetics, biometric data, health, sex life, sexual orientation.

What does 'learner' mean?

A child, young person or adult who is cared for or enrolled at the college but is not engaged on or applying for a university-level course.

What does 'student' mean?

An individual who is applying for or engaged on a university-level course.

What does 'processing' mean?

Processing means collecting, recording, structuring, storing, amending, retrieving, consulting, using, disclosing, sharing and securely destroying data.

Does the college have the right to process my personal data?

The college must only process personal data if it has a 'lawful basis' for doing so. Processing for different purposes may have different lawful bases. The college will explain its lawful basis for processing whenever it collects personal data.

Legal Obligation

In certain circumstances, the college may be legally required to share with law enforcement and other agencies personal information about those who interact with it. In doing so, it will share only that information which the law requires. The college will ensure the safe-keeping of such information until it relinquishes control at which point responsibility will pass to the third-party.

Carrying out the college's public tasks

The college is a public body which has a public task to deliver education. In carrying out this task, the processing of personal data is required for the purposes of advising, enrolling, tutoring, safeguarding, teaching, assessing (including via publicly assessed qualifications), recording, reporting and managing learners' educational progress, attainment and their wellbeing. Personal data will also be processed for the purposes of providing and managing Learning Resources and ICT services, according to local policy and legal regulation, and for purposes related to maintaining a healthy, safe and secure college environment.

In carrying out its public task to deliver education, the college may provide financial support to eligible learners. In order to assess a learner's eligibility, the college will require evidence of their financial position and that of other members of their household. The college will, therefore, process data relating to learners' personal and financial circumstances for the purpose of assessing a learners' eligibility for financial support.

In carrying out its public tasks, the college may process special categories information, including health information, to enable the assessment of a learner's need for social protection necessary to ensure their ability to benefit fully from their education. The college will collect and process health and related information for the purposes of health assessment and advice. Where this takes place, further privacy information will be provided at the point of collection.

Fulfilling a contract to which the data subject is a party

The college contracts to deliver learning to each learner. In doing so, the processing of personal data is required for the purposes of advising, enrolling, tutoring, safeguarding, teaching, assessing (including via publicly assessed qualifications), recording, reporting and managing learners' educational progress, attainment and their wellbeing.

The college also contracts to deliver services to customers of its @34 restaurant, h2b spa and beauty therapies, Central Fitness gym, Nursey and Haven Banks Outdoor Education Centre. Personal information will be collected from individuals who use these services. The information processed will be proportionate to the nature of the service offered and used to ensure that the college is able to fulfil its obligations to each customer. Where professional practice requires it, for example in respect of fitness plans and certain therapies, some of the processed information may fall into the special categories.

Furthermore, the college has an obligation to safeguard the wellbeing of learners, students, customers, visitors and employees and will process personal data, including CCTV images, for the purposes of recording which individuals are present on its premises and at what times.

With the informed and affirmative consent of the data subject

Where the college proposes to process personal data belonging to members of the public who are not enrolled and with whom it does not have a contractual relationship, it will usually do so on the basis of consent which it will seek in respect of each processing purpose. The college will provide the data subject with a means of withdrawing that consent.

What categories of personal information are received from third parties?

The college collects and processes information from third parties about learners and applicants. The received information may relate to the individuals' academic history, health and wellbeing, safeguarding, support plans, domestic and financial circumstances and interactions with other agencies including law enforcement agencies.

Sources of such information may include: a present or previous school / college / university / employer, Youth Offending Team, Probation Service, Local Authorities including Devon County Council, Plymouth and Torbay Councils, Careers South West (CSW), Health Professionals, Student Loan Company, UCAS, parents, carers and guardians.

With which organisations and people does the college share personal information?

Where there is a lawful basis to do so, learners' personal information will be shared with parents, guardians, previous or subsequent school/college/university, Youth Offending Team, Probation Service, Devon County Council, Torbay Council, Careers South West (CSW), Employers, Awarding Bodies, Health Professionals, Student Loans Company and UCAS.

Learners' personal information will be used by college employees and contractors who require it in order to ensure that each learner receives effective education and pastoral care.

Learners' personal information may be processed on behalf of the college by WisePay, Microsoft, Unit4, BKSBS, OneFile, CPOMS, Turnitin, Enrola, ManageBac, SelfSmart, DocuSign.

Does the college transfer personal information to other countries?

The college will only transfer personal data to a jurisdiction beyond the European Economic Area if the EU-US Privacy Shield Framework applies or the transfer is subject to an Adequacy Decision, Binding Corporate Rules or Model Contract Clauses as set out in Chapter 5 of the GDPR. Further information can be found in the Data Protection Policy (s3.8).

For how long does the college keep personal information?

Subject to the provisions of the Data Retention Exception Schedule, the college will retain personal data for a period of 7 years following the ending of its formal relationship with the data subject. Within 1 year of the 7th anniversary being achieved, personal data will be anonymised, deleted or securely destroyed.

The Data Retention Exception Schedule lists all permissible exceptions to the 7 year limit and is available on the Data Protection section of the college website. Exceptions may be determined by legal, contractual, business or subject rights requirements.

What rights do data subjects have over their personal data?

Every individual, about whom the college holds personal data, has the following rights:

Right of access: the right to request a copy of the information held by the college

Right of rectification: the right to correct inaccurate or incomplete data held by the college

Right to erasure: in certain circumstances individuals can ask for their data to be erased from college records

Right to restrict processing: in certain circumstances individuals can ask the college to restrict the processing of their information

Right of portability: individuals have the right to have the data held by the college transferred to another organisation

Right to object: individuals have the right to object to certain types of processing such as direct marketing

Right to object to automated processing: individuals have the right to object to automated decision-making and profiling

Right to withdraw consent: individuals have the right to withdraw consent, previously given, where no other lawful basis for processing applies

The college does not process data for the purposes of automated decision-making or profiling.

How should data subjects go about exercising their rights?

To exercise these rights, individuals or authorised representatives should contact the Data Protection Officer by the college website, email, telephone or letter.

www.exe-coll.ac.uk/dataprotection

DPO@exe-coll.ac.uk

01392 400500

Data Protection Officer, Room T404, Exeter College, Hele Road, Exeter, EX4 4JS

How should data subjects complain if they have concerns?

Complaints may be raised with the college using the complaints procedure.

Complaints about the college may be raised with the Office of the Information Commissioner at:
<https://ico.org.uk/concerns/>

What are the responsibilities of the data subject?

Exeter College collects and processes personal data necessary for the operation and promotion of the college and in pursuit of the best interests of the data subjects. Individuals must provide accurate and complete personal data to enable the college to fulfil its obligations. Failure to do so may invalidate any contract to which the individual and the college are party.

Where it relies on the data subject's consent to process personal data, the college will provide an accessible means by which such consent can be withdrawn at any time.