

## **Privacy Information for Exeter College University Level Students**

### **Which organisation is processing my personal data?**

Exeter College Further Education Corporation, Hele Road, Exeter, Ex4 4JS, 01392 400500

### **Who is the person responsible for data protection?**

The Data Protection Officer (DPO) is responsible for ensuring your personal data is protected. The details can be found here <https://exe-coll.ac.uk/dataprotection/>. You can contact the DPO Team by emailing [DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk).

### **What does 'personal data' mean?**

Your personal data is any information that identifies you directly or indirectly. Examples of personal data are your name, address, identification number etc. Some information about you is called 'special category data'. This includes race, ethnic origin, political opinions, religious beliefs, trade union membership, genetic and biometrical information, health, sex life and sexual orientation. This type information receives additional protection.

### **What does 'learner' mean? What does 'student' mean?**

A learner is a child, young person or adult who is cared for or enrolled at the college. If you are enrolled on or applying for a university-level course, you are a student.

### **What does 'processing' mean?**

'Processing data' means collecting, recording, filing, organising, storing, amending, retrieving, consulting, using, disclosing, sharing, and destroying information that identifies you are a person. As you can see 'processing' covers everything that can be done with personal data.

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

Exeter College is only allowed to process your personal data if it has a lawful basis to do so. If the college processes your information for different purposes, there may be different lawful bases. The lawful basis used will be explained whenever your personal data is collected.

These are the lawful bases that the college uses:

1. **Legal Obligation:** In certain situations, the college may be legally required to share personal information with law enforcement and other agencies. The college will only share the information which it is obliged to by law. We keep this data safe until it is passed into the control of the relevant agency. As soon as this has happened, the safe keeping of your information becomes the responsibility of the third-party.
2. **Public Task:** The college is a public body which has the public task to deliver education. To provide your education we have to process your personal data for a range of tasks:
  - advertising
  - enrolling
  - tutoring
  - safeguarding
  - teaching
  - assessing (including via publicly assessed qualifications)
  - recording
  - reporting
  - managing learners' educational progress, attainment and wellbeing
  - providing and managing learning resources and ICT services
  - maintaining a healthy, safe and secure college environment

The college may provide financial support to eligible learners to support the process of education. To assess a learner's eligibility for support, the college needs evidence of their financial position and that of other members of their household. Therefore, the college will process data relating to a learner's personal and financial circumstances for the purpose of assessing whether financial support may be given.

The college may process special categories information including health information, to enable the assessment of a learner's need for social protection to ensure they can take full advantage and benefit from their education. The college will collect and process health and related information for the purposes of health assessment and advice. Where this happens, more privacy information will be offered at the point where this data is collected.

3. **Fulfilling a contract:** The college also fulfils a contract to deliver learning to learners. To do so the processing of personal data is needed for:
  - advertising
  - enrolling
  - tutoring
  - safeguarding
  - teaching
  - assessing (including via publicly assessed qualifications)
  - recording
  - reporting
  - managing learners' educational progress, attainment and wellbeing

4. **Consent:** If the college needs to process your personal data and there is no other legal basis to do so, we will ask for your consent. Every time there is a new purpose for processing your information, the college will have to ask for your consent. This consent can be withdrawn at any time and the college will make sure that this is easy for you to do if you so wish.

#### **What categories of personal information are received from third parties?**

The college collects and processes information from third parties about learners and applicants. This information may be about the person's

- academic history
- health and wellbeing
- safeguarding
- support plans
- domestic and financial circumstances
- interactions with other agencies including the police

The college may get such information from

- a present of previous school, college, university, or employer
- Youth Offending Team
- Probation Service
- Local Authorities from across the UK
- 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?**

The college will share information where there is a lawful basis to do so with

- parents and guardians
- previous or subsequent schools, colleges, universities
- Youth Offending Team
- Probation Service
- Local Authorities from across the UK
- Careers South West (CSW)
- Employers
- Awarding Organisations
- Health Professionals
- Student Loans Company
- UCAS

Your personal information will be used by college employees and contractors who need it to ensure that each learner receives effective education and pastoral care. Personal information may be processed on behalf of the college by

- Awarding Organisations
- BKS B
- CPOMS
- DocuSign
- Dr Frost Math
- Enrola
- ESI-SimulationX
- Event500
- EZY Education
- Heritage ISOxford
- Hop-In
- IHasco
- ManageBac
- Microsoft
- Midas Systems
- Neyber
- OneFile
- SchoolCloud
- Turnitin
- Unit4
- WisePay
- Zoom

#### **Does the college transfer personal information to other countries?**

The college will only transfer personal data to other countries, where it is safe to do so. You can find more information and in our Data Protection Policy and other relating documents, which can be found at <https://exe-coll.ac.uk/dataprotection>.

Data can be transferred safely where the UK is part of an Adequacy Decision, with Binding Corporate Rules or Standard Contractual Clauses.

#### **For how long does the college keep personal information?**

The college keeps personal data for 7 years following the ending of its formal relationship with the individual. Within 1 year of the 7<sup>th</sup> anniversary, personal data will be anonymised, deleted, or securely destroyed.

The college has a Data Retention Schedule that lists all permissible exceptions to the 7 year limit and it can be viewed here <https://exe-coll.ac.uk/dataprotection>.

## **What rights do data subjects have over their personal data?**

Everyone has the following rights:

- Right of access: the right to ask for a copy of the information held by the college.
- Right to rectification: the right to correct inaccurate or incomplete information held by the college.
- Right to erasure: in certain situations, individuals can ask for their data to be deleted from college records. Please note that certain data must be kept by the college because of other legal obligations. Where this is the case the situation will be explained.
- 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 personal data held by the college transferred to another organisation, where this is wanted.
- 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. In fact, the college does not process data for these purposes.
- Right to withdraw consent: individuals have the right to withdraw their consent again, which they have given previously. The college will only seek consent, where no other lawful basis for the processing applies.

## **How should data subjects go about exercising their rights?**

To exercise these rights, you or your authorised representative can contact the DPO via the college website, email, telephone, or letter.

<https://exe-coll.ac.uk/dataprotection>

[DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk)

01392 400500

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

## **How should data subjects complain if they have concerns?**

Complaints may be made using the college Compliments, Comments and Complaints Procedure which can be found here <https://exe-coll.ac.uk/dataprotection>

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 to ensure the best interest of the data subjects are served. Individuals must provide accurate and complete personal data to enable the college to fulfil its obligations. Failure to do so may invalidate any contract which the individual and the college have entered.

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