

Privacy Information for Parents, Guardians, Carers and Next of Kin of Exeter College Learners

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 responsible person for data protection is the Data Protection Officer (DPO), whose details can be found at <https://exe-coll.ac.uk/dataprotection/>. The DPO Team can be contacted by emailing DPO@exe-coll.ac.uk

What does 'personal data' mean?

Personal data is any information that identifies a data subject (a living person) directly or indirectly. Examples of personal data are name, address, identification number etc. Some information about a person 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 of information receives additional protection.

What does 'learner' mean?

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

What does 'student' mean?

A student is a person who is applying for or enrolled on a university-level course.

What does 'processing' mean?

'Processing data' means collecting, recording, filing, organising, storing, amending, retrieving, consulting, using, disclosing, sharing, and destroying information that identifies a living person.

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

Exeter College must only process 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 personal data is collected. These are the lawful bases that the college uses:

1. **Legal Obligation:** The college does not rely on this lawful basis for the processing of personal data belonging to parents, guardians, carers and next of kin of Exeter College learners.
2. **Public Task:** The college is a public body which has the public task to deliver education. To carry out this task, the processing of parents', guardians' and carers' personal data is required for the purposes of:
 - recording emergency contact/next of kin details
 - providing information about college and the process, activities and wellbeing of the learner

In carrying out its public task to deliver education, the college may provide financial support to eligible learners. To assess a learner's eligibility, the college will require evidence of the financial position of parents, guardians and others in their household. The college will, therefore, process the personal data of such individuals for the purposes of assessing a learner's eligibility for financial support. The college will carry out such processing as a function of its public task to deliver education to eligible learners.

3. **Fulfilling a contract:** The college does not rely on this lawful basis for the processing of personal data belonging to parents, guardians, carers and next of kin of Exeter College learners.
4. **Consent:** If the college needs to process personal data with consent as the lawful basis, it will ask for consent in respect of each processing purpose. Consent can be withdrawn again at any time and the college will provide the means to enable data subjects to do so.

What categories of personal information are received from third parties?

The college collects and processes information from learners

- contact details for parents, guardians, carers and others designated as next of kin
- emergency contacts

Where learners apply for financial support from the college, the college will collect financial and other information relating to parents, guardians, carers and their personal circumstances including

- income
- savings
- benefits
- tax information.

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

The college does not share personal information belonging to parents, guardians, carers and next of kin of Exeter College learners.

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 and in line with our Data Protection Policy and other relating documentation, 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 7th 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 individuals or authorised representatives can contact the DPO via the college website, email, telephone, or letter.

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

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 raised 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.