



Hills Road Sixth Form College Cambridge

Adult Students' Privacy Notice

The College's commitment to you

The protection of personal privacy is important to Hills Road Sixth Form College and any personal data you provide will be treated in accordance with current data protection legislation. The College recognises its responsibilities to process and manage personal information in a fair and proper manner. Whenever you provide such personal information, we will treat that information in accordance with this notice, current legislation and our Data Protection Policy.

In order to study at the College, or to become a member of staff, we will ask you to provide us with certain types of personal information about yourself. This notice explains what it is going to be used for including any third parties with whom your information will be shared. The College is allowed to process personal data in order to perform its official function of providing sixth form education. In other circumstances, for example, with adult students and staff, we process data to fulfil a contractual relationship. We may also process information for other reasons, such as to comply with a legal obligation, in the legitimate interest of the College or a third party, or your vital interests. We will ask for your consent before we use your personal information for any other reason; you have the right to withdraw this consent at any time.

Special categories of data, which are particularly sensitive, for example, ethnicity, gender identity, sexual orientation, religion or belief, will be used by the College to assist with monitoring compliance with the Equality Act 2010. Where you have a declared disability, learning need or health condition, the College will use this information for appropriately supporting your studies or employment. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

We may also process personal information in other circumstances, for example, providing facilities to hirers, information to alumni, paying suppliers, arranging for candidates who have not studied at the College to take exams.

Our processing includes the use of CCTV to maintain the security of the premises and for preventing and investigating suspected crime. This includes the use of Automatic Number Plate Recognition (ANPR) in the College's visitors' and staff car parks.

We will hold your information for a reasonable period of time and no longer than is necessary and in accordance with our Data Protection Retention periods. It is securely destroyed once the retention period has lapsed.

If we become aware of a data breach that is likely to result in a high risk to your rights or freedom, we will inform you without undue delay and notify the Information Commissioner's Office within 72 hours of becoming aware, even if we do not have the full details. When we notify you, we will tell you what we

have done to mitigate possible adverse effects and, where appropriate, provide you with advice about steps that you can take to protect yourself from the effects of the breach.

Requesting access to your personal data

You have the right to request access to the information that we hold about you free of charge unless the request is for an excessive amount of information in which case we can charge a reasonable fee. We will provide the information without delay and within one month of receipt of the request unless the request is for excessive information or particularly complex, in which case we can delay the period by a further two months. To assist us with responding efficiently to your request it is helpful if you are able to specify the information to which the request relates. To make a request for your personal information, contact subjectaccess@hillsroad.ac.uk.

You have the right to:

- withdraw consent to processing at any time, where relevant
- have inaccurate or incomplete personal data rectified
- request the deletion or removal of personal data in specific circumstances
- restrict processing of personal data in specific circumstances
- object to processing of personal data in specific circumstances
- data portability in specific circumstances
- object to decisions being taken by automated means.

Reporting concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Data Protection Officer at the College at dataconcern@hillsroad.ac.uk. If you are not satisfied by our response, you should raise your concern with the Information Commissioner's Office, www.ico.org.uk

Adult Student data

We collect and use your personal information to enable us to support your teaching, learning and pastoral care at the College. We are legally permitted to do this to enable us to provide adult education under the Further and Higher Education Act 1992 and public interest task of providing education.

Collecting student information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and, where you have a choice, we will ask for your consent to process the information. A significant amount of the information that you provide to us will be supplied electronically, but you may also be asked to supply information in hard copy.

Your information will be used to:

- carry out statistical analysis
- ensure your health and safety
- help us comply with our legal obligations, for example, our duty under the Equality Act 2010
- inform you when classes are cancelled/postponed
- make arrangements for your examinations, where applicable
- make reasonable adjustments in relation to identified learning needs
- provide appropriate pastoral care

- provide you with examination results and post results services, where applicable
- support your teaching and learning
- verify your identity

We will seek your consent if we wish to use your photograph or video recordings for college marketing purposes. We will also ask for your consent if we wish to use any other personal details for marketing purposes or for keeping in touch with you about adult courses.

We will seek your consent to share, where appropriate, your contact details with other students on your course.

Special categories of data, which are particularly sensitive, for example, ethnicity and, gender identity, will be used by the College to assist with monitoring compliance with the Equality Act 2010 by ensuring that there are no unintentional organisational barriers which impede your learning progress. Where you have a declared disability, learning need or health condition, the College will use this information for appropriately supporting your studies. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

The categories of information that we collect, hold and share about you include:

- attendance information (such as lessons attended, number of absences and absence reasons)
- characteristics (such as ethnicity and gender)
- diagnostic assessment data, where relevant
- educational attainment
- employment status
- parent/guardian details (if 16 or under)
- personal information (such as name and contact details, date of birth, unique learner number)
- special circumstances where applicable (such as learning needs, health details, disability)
- CCTV video (without audio)

If you believe that we are holding personal information about you that is incorrect or if you need to update your information because, for example you have moved house, then you should contact a member of the Adult Education Team so that the information can be correctly updated.

Storing your information

We will store your data in accordance with our data retention periods, after which time it will be securely destroyed.

With whom do we share student information?

We share your information with:

- College staff and volunteers
- Department for Education
- Education and Skills Funding Agency
- examining bodies and the Joint Council for Qualifications (JCQ), where relevant
- Student Loan Company, where relevant

When we share your personal information with any third party, it will be encrypted and password protected or exchanged through a secure portal.

We do not share your information outside the European Economic Area.

Who shares your information with the College?

The Learning Records Service will give us your Unique Learner Number (ULN).

For further information regarding how the Learning Records Service manages your data please follow the link below:

<https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice>

Where you are participating in a course arranged through your employer, they will supply us with your personal details on your behalf.

Why we share information

We do not share information about you with anyone without consent unless it is required or permitted by law.

It is a statutory requirement that we share your information with the Education and Skills Funding Agency. This data sharing underpins funding decisions, the monitoring of participation in education and educational attainment, and informs national planning.

Where relevant we share your information with the examination bodies for the purposes of examining and awarding qualifications including marking, issuing of examination results and providing access to post-results services and certificates.

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