

Privacy Statement - Students

This statement gives information that relates to students and courses. A Privacy Statement relating to job applications, employment and staff can be found at <https://www.abingdon-witney.ac.uk/about-us/reports-resources>

This Privacy Statement covers the following

- Our organisation and its contacts
- Our basis for collecting personal data
- How we collect and use personal data
- How personal data is kept secure
- How long personal data is retained
- The rights of an individual
- Information for when you enrol

Our organisation and its contacts

Abingdon and Witney is a Further Education college that has learning venues across Oxfordshire but has its administrative centre at its Abingdon Campus, Wootton Road, Abingdon, OX14 1GG.

We are the Data Controller for your personal data and are committed to fulfil our obligations under the General Data Protection Regulations (EU) 2016/679 and Data Protection Act 2018 (collected referred to as GDPR).

We are registered with the Information Commissioner's Office (ICO) - reference Z6620708.

Our Data Protection Officer: Olivier Cognard
Vice Principal Funding, Planning and Systems Improvement
Abingdon Campus, as above or dpo@abingdon-witney.ac.uk

The full response to our obligations under the data protection legislation can be found in our Data Protection Policy at <https://www.abingdon-witney.ac.uk/about-us/reports-resources>

Full details of GDPR can be found on the ICO website – www.ico.org.uk.

Our basis for collecting personal data

The information we hold is collected and processed as part of our public interest task of providing education services.

Should we wish to use this personal data for other activities, such as marketing, we require explicit consent from individuals to do so.

How we collect personal data

Personal data is collected when you choose to make an enquiry, an application, enrol onto a course, study with us, or attend an event at the college.

How we use personal data

Personal data is shared within the college to answer enquiries, support you onto an appropriate course, to collect fees, to manage your learning activity and to keep you healthy and safe whilst studying with us.

Personal data is shared with education funding authorities and other government agencies to secure funding and report on the success of the learning activities offered by the college. It is also shared with other third parties linked to education or employment such as awarding bodies, local authorities, schools, careers services and, when necessary, with UK Visas and Immigration and law enforcement agencies.

Before enrolling onto a course, it is important to read The Education and Skills Funding Agency privacy statement which is given below.

Occasionally, photos of events are used to promote the college. If it is possible to identify individuals in group photos, then consent will be gained from the individuals concerned before the images are used.

The College operates a comprehensive CCTV surveillance system across its main campuses for the principal purposes of preventing and detecting crime and promoting public safety. This data is shared with law enforcement agencies if required.

Outside of these activities, we will not share your personal information with any third party or use your details for marketing or alumni purposes without your explicit consent.

How personal data is kept secure

We have designed our software, storage systems and processes to offer the maximum security and to ensure personal data is only accessed by those required to do so for the uses given above. Staff are trained and understand their commitment to keeping personal data secure and to protecting privacy.

Secure portals and encryption software are used when sending data outside of the college network.

We do not store or transfer personal data outside Europe.

How long personal data is retained

Personal data is only retained for the period required to meet a legal obligation and / or business need. An overview of our data retention practises can be found on our website at <https://www.abingdon-witney.ac.uk/about-us/reports-resources>

The rights of an individual

The College respects, facilitates and appropriately responds to the rights of Data Subjects, these include:

- **Access** – An individual has the right to request from the DPO a copy of the personal data held by the college; such request must be met within a month with data supplied in either electronic or hardcopy format.
- **Rectification** – An individual has the right to request the DPO to correct inaccurate personal data.
- **Erasure** – An individual has the right to ask the DPO for personal data to be deleted. However, this DPO can refuse if the data has to be retained to meet a legal requirement (such as our legal obligation to make regular reports to funding authorities).
- **Breach notification** – An individual has the right to be informed if the security of their personal data is compromised.
- **Complaints and compensation** – If an individual feels the college has not complied with their obligations under the GDPR they can lodge a complaint with the ICO at www.ico.org.uk.
- **Withdraw consent** – If an individual has given consent to the use of personal data such consent can be withdrawn by contacting the DPO if there is no other legal basis to use the data (please see 'Information for when you enrol').
- **Automated decisions** - disclosing any automated decision making / profiling practices

Should you wish to contact the DPO to exercise any of these rights, please download the form from our website <https://www.abingdon-witney.ac.uk/about-us/reports-resources> and send the form to dpo@abingdon-witney.ac.uk.

Further details relating to Data Subject Rights are available from the ICO website (www.ico.org.uk).

Information for when you enrol

This Privacy Statement will be highlighted to individuals when they enrol. By completing enrolment paperwork it is understood that personal data will be used for the purposes given above and that this use is required to access the services provided by the college.

If personal data is to be used outside of this use (such as for marketing), explicit consent will be sought.

Changes to this Privacy Statement

We keep our privacy statement under regular review. Any changes we make to our privacy policy in the future will be notified to all students by email.

How the Education and Skills Funding Agency (ESFA) use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

- courses or learning opportunities, or for surveys and research by:
- post
- phone
- e-mail

Please tick relevant boxes to give your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter

(<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us, you can contact the DfE in the following ways:

- Using our online contact form at [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>