

# **Warrington & Vale Royal College Privacy Notice**

## **Applicant and Student Personal Data**

### **Introduction**

We would be unable to exercise our responsibilities and fulfil our education and support obligations to you without collecting, storing and using your personal data. This Privacy Notice explains what personal data we collect, how we use it, who we share it with and also provides guidance on your individual rights under the General Data Protection Regulation (GDPR).

This Privacy Notice applies to information we collect about:

- Visitors to our website
- People who use or may use our services:
  - Individuals who request information from us
  - Individuals who study with us
  - Employers who purchase training from us

If you are asked to provide information to us, it will only be used in the ways stated in this Privacy Notice. We take our GDPR obligations seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner.

### **Data Controller**

Warrington & Vale Royal College is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR) from May 25<sup>th</sup> 2018. We are registered with the Information Commissioner's Office (ICO) and our registration number is Z6039073.

### **Data Protection Officer**

Our Data Protection Officer is Laura Churchill. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at [Churchill@wvr.ac.uk](mailto:Churchill@wvr.ac.uk)

### **What personal data we collect**

#### **Initial Enquiry**

- Name
- Date of Birth
- Contact Details (telephone number, email, address)
- Subject / Area of Interest
- Parent contact details if age 16-18

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## **Course Application and Enrolment**

- Name
- Contact Details (telephone number, email, address)
- Date of Birth
- Gender
- National Insurance Number
- Ethnicity
- Nationality and Country of Residence
- EU Resident Status
- Educational History and Qualifications
- Learning Difficulty/Disability Declaration
- Criminal Conviction Declaration
- Local Authority Care Declaration
- Household Situation Declaration
- Next of Kin Name and Contact Details
- Employment History
- Method of Travel to College
- Medical History
- Vehicle Registration Number (where appropriate)
- Copies of passports, visas and any other documents required to ensure compliance with Home Office requirements for international students
- Reference requests

## **During the Course of your Studies**

- Photographs, and video recordings for the purpose of student assessment and examination, as well as college and course promotion both online and in print.
- Financial information collected for the purposes of administering fees and charges, loans, grants, scholarships and hardship funds
- Information about your engagement with and use of our services, such as the Library and Careers Service
- Information gathered for the purposes of equal opportunities monitoring
- Learner feedback and focus groups as appropriate

As part of our commitment to your safeguarding, health and wellbeing whilst studying at Warrington & Vale Royal College, you will be asked to provide information on your medical history as well as any medications currently being taken.

## **Once you have left the College**

- We will endeavour to contact you, primarily to ascertain and capture your actual destination and alumni information
- Periodically we will send you communication about college courses and events. You will always have the option to unsubscribe.

## **Categories of Personal Data**

Warrington & Vale Royal College recognises the significance of sensitive personal data and will only process such data if certain conditions are met. These conditions are outlined in guidance from the UK Information Commissioner's Office.

## **Why we Collect and Use your Personal Data**

The largest volume of data that we process in relation to students is for the purposes of:

- Recruitment and Admissions (generation of enquiries, course enquiries, application, enrolment, school references, promotion and imparting information pre entry including: new student welcome day and keep warm activities)
- Academic Matters including: the provision of teaching, learning and assessment (registration with awarding bodies, assessment and examinations, attendance monitoring, managing progress, academic misconduct investigations, certification and graduation)
- Maintaining student records
- Fulfilling our statutory reporting requirements
- Assessing eligibility for scholarships and bursaries
- Providing student and learning support services
- Safeguarding and promoting welfare of students
- Ensuring the health and safety of students
- Providing appropriate work placements
- Monitoring equal opportunities
- Managing car parking on campus
- Administering finance (fees, scholarships and bursaries)
- Carrying out audits to ensure our compliance with legal and regulatory obligations
- Preventing and detecting crime
- Dealing with complaints, appeals and disciplinary issues
- Monitoring and evaluating the student experience

## **Our Legal Basis for Processing your Personal Data**

In general terms, we process your personal data for the administration of your position as a student or potential student of Warrington & Vale Royal College. More specifically, the legal basis for the processing of the data that you provide to us is:

### **Consent**

- For the management of course and other enquiries and for the communication of information about our services, events and activities.

### **Contract**

- To fulfil our commitment to our students in relation to teaching, learning and assessment.
- The processing and recovery of fees.

### **Legal Obligation**

- Reporting of safeguarding concerns or to facilitate the prevention or detection of crime.

### **Vital Interests**

- To make contact with a student's next of kin in the event of a medical emergency and for the purposes of ensuring the safety and wellbeing of our students.

### **Public Interest**

- Administration of complaints, appeals, investigations and disciplinary proceedings concerning student misconduct, necessary for a task in the public interest – namely the provision of Further and Higher Education, to maintain the integrity of our assessment process, academic standards, our reputation and the welfare of our staff and students.

### **Legitimate Interest**

- Monitoring of student attendance for the purpose of ensuring our students achieve academic success through full engagement with their studies.
- Monitoring the use of IT services in accordance with our Acceptable Use Policies and Procedures
- Administration of financial aid such as bursaries and scholarships, for the legitimate purpose of providing financial support for students.
- Assessment and provision of learning and other support services for the legitimate purpose of providing appropriate support to students, based upon their individual needs.
- Use of CCTV systems in accordance with the ICO Code of Practice for the legitimate purpose of providing a safe environment, facilitating the prevention and detection of crime and to assist with investigations into potential breaches of policies and procedures.

Generally, the information is processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

Warrington & Vale Royal College will not use the information that you provide to make automated decisions about you.

## **Information Sharing and Disclosure**

Warrington & Vale Royal College will not sell or rent your personal information.

Your information may, by necessity, be disclosed to relevant staff for the purposes of teaching, learning and assessment and for the provision of learning support and exam access arrangements where this need has been assessed.

Third parties with whom we may share your information include:

- Education Skills Funding Agency (ESFA)
- Department for Education
- Ofsted
- The college's auditors
- J2 Destination capture organisation
- Office for Students
- Universities
- Local Authority
- Mides
- Higher Education Statistics Agency
- Student Loans Company and Student Finance
- Employers providing work experience/placement/internship opportunities
- Employers who are funding courses for learners
- Organisations operating anti-plagiarism software on our behalf (Turnitin). For further details, see Turnitin
- Police and other regulatory bodies when required as part of a criminal investigation
- External Examiners
- UK Visas and Immigration Agency
- Zurich Insurance Group
- Learner Record Services
- Subcontracting Partners
- Schools
- Professional Bodies
- Higher Horizons
- Mayoral Combined Authorities – this is Liverpool City Region Combined Authority and Greater Manchester Combined Authority.

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Warrington & Vale Royal College seeks the written assurance as to GDPR compliance of all third parties with whom information is shared and will not share information where this is not received.

### **Visitors to our Website**

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see how many people use our website and what pages they are likely to visit. All cookies used by our website are used in accordance with the current Privacy and Electronic Communications Regulations 2011.

Cookies do not provide us with access to your computer/device or any information about you, other than that which you choose to share with us. You can use your web browser's cookie settings to determine how our website uses cookies. If you would prefer that our website does not store cookies on your device, you should set your web browser to refuse cookies. Please be aware, however, that doing so may affect how our website functions and some features may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

The college's website is hosted by Bluestorm. The type of personal data processed by Bluestorm is any personal data provided or made available to Bluestorm by or on behalf of the college or any visitor through the use or provision of the services provided. This may include: Visitor names, contact details, IP addresses, employer details, qualifications, CVs, payment details, products and/or purchases.

### **People who request information from us**

If you request information from us by letter, telephone, email, via our website or face to face, we will make a record of that enquiry and will use the information you give to us to provide you with an appropriate response. We will only use your information for this purpose unless you specifically consent to us contacting you in the future in relation to services we provide. Where such consent is given, you are able to request that we stop contacting you at any time.

### **Computer Use**

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

## **How long we keep your Personal Data**

We keep information about you only for as long as needed to provide you with academic, support or commercial services and to meet our legal obligations. More information about how long we keep specific information can be found in our Document Retention Policy which is available on request by contacting our Quality Department by emailing [quality@wvr.ac.uk](mailto:quality@wvr.ac.uk).

## **Your Rights**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

Should you wish to see what personal data we hold about you, you should make a Subject Access Request to the Data Protection Officer by emailing [tcallaghan@wvr.ac.uk](mailto:tcallaghan@wvr.ac.uk), or in writing to:

Data Protection Officer

Warrington & Vale Royal College,  
Winwick Road,  
Warrington,  
WA2 8QA

Further information on your rights can be found at <https://ico.org.uk/>

**Changes to this Privacy Notice**

We will regularly review our Privacy Notice and reserve the right to amend it from time to time, as required by law. Any changes will be immediately published on our website.