



# PRIVACY NOTICE FOR STUDENTS

## 1. ABOUT THIS PRIVACY NOTICE

City College Plymouth is committed to protecting the privacy of personal information it obtains from you or is given on your behalf during and after your time at the College. This privacy notice describes how the College will collect and use your personal information and also explains your rights regarding your personal information.

The College will use your personal information in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”), the Data Protection Act 2018 and any other applicable laws and regulations which relate to data protection and privacy.

## 2. DATA CONTROLLER

City College Plymouth is the data controller responsible for your personal data (collectively referred to as “the College”, “we”, “us” or “our” in this privacy notice). We are:

CITY COLLEGE PLYMOUTH  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305300  
[info@cityplym.ac.uk](mailto:info@cityplym.ac.uk)  
[www.cityplym.ac.uk](http://www.cityplym.ac.uk)

City College Plymouth is deemed to be a public authority under the definition within the Freedom of Information Act 2000.

City College Plymouth is registered with the Information Commissioner’s Office (ICO) and our ICO registration number is Z49441564.

## 3. DATA PROTECTION OFFICER

The Data Protection Officer for the College is Unity Stuart  
If you have any questions about this notice or the ways in which we use your personal information, including any requests to exercise your rights, please contact the:

Data Protection Officer, City College Plymouth  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305735  
[legal@cityplym.ac.uk](mailto:legal@cityplym.ac.uk)

#### 4. YOUR RIGHTS REGARDING DATA

The General Data Protection Regulation (GDPR) ensures that individuals have the following rights in relation to personal and special category information processed by the College.

Requests to exercise any of the rights below can be made by contacting the Data Protection Officer for the College, Unity Stuart, at:

City College Plymouth  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305735  
[legal@cityplym.ac.uk](mailto:legal@cityplym.ac.uk)

- **Right to be informed**  
You may ask the College what personal information we are holding, whether electronically or on paper.
- **Right of access/subject access request**  
You may ask the College for a copy of your personal information held by the College. This will be provided free of charge except where a request is manifestly unfounded, excessive or repetitive, in which case a reasonable fee can be charged, based on the administrative cost of providing the information.
- **Right to rectification**  
You have the right to ask the College to rectify any personal data if it is inaccurate or incomplete. If the College has disclosed your personal information to third parties, the College will inform them of the rectification where possible.
- **Right to erasure/right to be forgotten**  
You have the right in certain circumstances, such as where the College's use of your personal information is based on your consent and the College has no other legal basis to use your personal information, to ask the College to delete your personal information.
- **Right to restrict processing**  
You have the right in certain circumstances, such as where the College no longer needs your personal information, to request that the College restricts its' use of your personal information.
- **Right to data portability**

You have the right where processing is based on consent or the performance of a contract and is carried out by automated means, to ask the College to provide you with a copy of your personal information in a structured, commonly used, machine readable format.

➤ **Right to object**

Where processing has been based on legitimate interests, the performance of a task in the public interest or for direct marketing purposes, you can object to the processing. The College, however, may still continue to process and hold your personal information if it can demonstrate legitimate grounds for processing or the processing is for the establishment, exercise or defence of legal claims.

➤ **Right to complain**

If you have any questions about your personal information or the way in which your information is being used, please contact the Data Protection Officer for the College, Unity Stuart, at:

City College Plymouth  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305735  
[legal@cityplym.ac.uk](mailto:legal@cityplym.ac.uk)

You may also complain to the Information Commissioners' Office (ICO) which is the UK supervisory authority for data protection issues. The details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

0303 1231113 or 01625 545745  
[casework@ico.org.uk](mailto:casework@ico.org.uk)  
[www.ico.org.uk](http://www.ico.org.uk)

## 5. DATA PROTECTION PRINCIPLES

The data protection laws state your personal information must be collected and used fairly, stored safely and not disclosed unlawfully. These rules apply whether your information is stored electronically, on paper or on other materials.

The College will ensure your personal information will be held and processed in accordance with the principles set out in the GDPR, namely that personal information must:

- be processed lawfully, fairly and transparently
- be obtained only for specific, lawful purposes
- be adequate, relevant and not excessive

- be accurate and kept up-to-date
- not be held for any longer than is necessary
- be processed in accordance with the rights of the data subject
- be protected by appropriate security measures
- not be transferred outside the European Economic Area, unless that country or territory also ensures an adequate level of data protection.

## 6. DEFINITIONS

For definitions of “personal information” or “special category information” or what is “processing”, please [click here](#).

## 7. THE PERSONAL INFORMATION WE COLLECT AND USE

As a student of the College, we will collect and process your personal information, including:

- name, address, date of birth, phone numbers, e-mail address
- details of your parents, guardians, next of kin, carers and siblings and their contact details
- marital status, gender, religion, ethnic origin
- national insurance number, passport details, driving licence, right to study visas
- first and second language, interests, clubs, hobbies
- photograph, student number, unique learning number (ULN), personal learning record (PLR)
- bank and financial details, information required for funding
- health and medical details, including doctor’s details, health records, medication, disabilities, special needs, education health and care plan (EHCP) information, social services/care information, safeguarding and risk assessment information
- previous school/college/home educated records, references, exam and test results, previous work experience/apprenticeship information, previous qualifications
- College exam/test results, coursework, portfolios, marking, work assessment/ progress data, one-to-ones, reviews and other performance/achievement information
- library details, IP address, your computer usage and use of College IT systems
- any personal and special category information you provide through the College website, such as applications for courses or jobs
- Management Information System (MIS) information
- text management system information
- disciplinary, capability and grievance details
- attendance/absence details, behaviour records, sickness records and details, personal records/logs
- criminal record/conviction details, DBS information
- car parking permit, CCTV surveillance
- passport, EHIC and fitness to travel details for foreign projects/trips/work experience.

## **8. OUR USE OF YOUR PERSONAL INFORMATION**

The main use of your information will be to manage and administer your education/apprenticeship at the College and to fulfil our obligations for your education. This will include being able to:

- manage your enrolment, admission, finance ,funding, teaching, exam results and achievements, alumni, membership of clubs/societies
- facilitate the provision of special/additional needs assistance during your education.
- make registers/lists for classes, exams, trips and events
- safeguard students, staff, visitors and other College users
- record and monitor equal opportunities
- record and monitor equality and diversity information
- comply with reporting requirements of funding and awarding bodies, local authorities, employers and schools
- manage and promote marketing activities and events such as open days, careers events, publication of College course guides, promotion of College courses using a variety of channels
- manage and comply with health and safety regulations, including information for the proprietary online health and safety system OSHENS including accident and incident investigations, auditing and risk assessment, EVOLVE educational visit management system and Cardinus display screen equipment/manual handling assessments
- monitor your work and data created on College PCs/systems and to ensure compliance with IT, security and data policies

## **9. THE LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL INFORMATION**

Your personal information is processed as part of our public interest task providing education to you. Where your information is special category personal information, eg health/medical information, criminal record details or ECHP details, we will process it because there is a substantial public interest for us to do so.

In addition, some information is necessary to comply with legal or statutory obligations and also to ensure performance of contracts.

Marketing information is processed on the basis of a combination of our legitimate business interests and on the basis of consent (which can be withdrawn at any time).

## **10. SHARING OF YOUR PERSONAL INFORMATION**

We may share your personal information with numerous individuals, organisations or third parties, including:

- College staff, management and governance
- College pastoral support and Student Journey
- College safeguarding personnel and external safeguarding authorities
- current and potential employers/apprentice organisations
- career advisors and organisations including Careers South West
- Government departments including Department for Education , Department for Business, Innovation & Skills (BIS) and Public Health England
- awarding organisations and governing bodies
- exam boards and assessment bodies
- accreditation, training and skills bodies
- Office for Standards in Education (OFSTED)
- funding and grant bodies including the Education and Skills Funding Agency (EFSA), European Social Fund, Erasmus
- local and other education authorities
- local authority departments including SENCO, REACCH ,Gateway,social services,child maintenance services
- student loan/finance companies
- higher education authorities
- apprenticeship agencies and services
- internal and external auditors
- sponsors
- your parents/guardians/carers
- previous schools/colleges/employers
- University of Plymouth
- other schools/colleges including the Devon Colleges Group, and the Virtual School
- emergency services such as ambulance/paramedics
- contracted transport operators such as Stagecoach and Citybus

Personal and special category information may be disclosed without your consent to the Police, probation and other law enforcement agencies where disclosure of your information is needed to prevent crime/fraud, apprehend offenders assist with court proceedings and/or to protect and safeguard the rights, property or safety of the College, its students, staff and all other users.

## 11. HOW LONG WE KEEP YOUR PERSONAL INFORMATION FOR

We will not keep your personal information for longer than we need it for the purposes we have explained above.

Your personal information, including MIS entries and any coursework and portfolios, will be kept for as long as you are a student with us and then for **six years** from completion of your course/education or you leaving us.

Student funding information linked to EU or Government grants must be kept for **ten years** from the date of grant.

Student enquiries which do not convert to enrolling on a course are kept for **two years**.

Where students have consented to photographs/video for marketing purposes, these images will be kept for **two years** from the date of consent.

The College is obliged to keep certain information for a longer period in order to comply with statutory/legal obligations, eg safeguarding, Health and Safety legislation. Further information can be found in the College Retention policy.

## **12. CHANGES TO OUR PRIVACY NOTICE**

We keep our privacy notices under regular review and reserve the right to make small changes to ensure notices remain up to date and accurate. Significant changes to this privacy notice will be made and approved by the Senior Leadership Team. This notice will be reviewed annually.

Date                      May 2018  
Next review date    May 2019