



PRIVACY NOTICE

Derby College Group relates to all provision within Derby College and any of its commercial entities which are governed by the Derby College Corporation, along with any subsidiary companies.

This Privacy Notice describes what Derby College Group does with the personal information you provide it with.

It applies to information the Derby College Group collects about

- Visitors to the College's websites
- People who use or may use the College's services. This includes for example:
 - individuals who undertake a course of study through the College
 - Derby College Alumni
 - employers who purchase training from the College
 - employers who take a student on work experience or placement
 - employers who employ an Apprentice
 - Members of the College workforce
 - Individuals who are customers of the Derby College's business operations e.g. Roundhouse Thinking, The Engine Shed Restaurant, Sensi Salon, Derby College Equestrian Centre, The Plant Centre at Broomfield, the Garage at Derby College, Little Explorers Nursery, Roundhouse Recruitment, Roundhouse Events, Derby College Centre for Sport, the Florist and Dog Grooming.
- Individuals who request information from the College.

If you are asked to provide personal information to us, it will only be used in the ways described in this Privacy Notice.

If you have any questions about this policy, please contact the Data Protection Officer dpo@derby-college.ac.uk .

The categories of the information that the College collects, holds and shares includes, but is not limited to:

- Personal information (such as name, student number, address, date of birth, national insurance number)
- Contact information (which may include phone number, email and postal address)
- Educational Information (including qualifications, predicted grades, learning support needs, attendance information – number of absences and reasons and individual achievements)
- Characteristics (such as gender and if the same as at birth, age, ethnicity, first language, nationality, country of birth and free school meal eligibility)
- Financial information (bank details)
- Information about personal preferences and interests



- Company information, (financial, employee, professional development records)
- Website usage data.
- Employee contract information (start dates, hours worked, post, roles and salary information, annual leave entitlement, employment history and professional development).

How we use this data

Your personal information will be used for purposes relating to education, training, employment, general advice services, well-being and research. The College may share non-sensitive personal information about you with other organisations as follows:

Most of the information is passed to Government agencies (including but not limited to the Education and Skills Funding Agency) to meet funding arrangements. Where necessary it is also shared with the Department for Education (DFE).

The information is used for the exercise of functions of these Government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. It is also used, in collaboration with the appropriate organisations, to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

It is used by the Derby College Group to:

- to process applications, enrolments and workforce development programmes and contracts
- for the College's own internal records so that it can provide you with a high-quality service
- to contact individuals in response to a specific enquiry
- to customise the College's services so they work better for individuals
- to contact individuals about services, products, offers and other things provided by the College which it thinks may be relevant
- to contact individuals via e-mail telephone or mail for research purposes.
- At no time will the College assume permission to use information that is provided for anything other than the reasons stated here.

The information provided may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and safeguarding for example (safeguarding). This will only take place where the sharing is in compliance with the Data Protection Act 2018.

Individuals may be contacted after they have completed their programme of learning to establish whether they have entered employment or gone onto further training or education. In addition, following that initial contact and information gathering exercise, individuals will be offered the opportunity to join the College's alumni network.

Individuals may be contacted by the European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme. Information may be passed to the ESF for this purpose.



Further information about use of and access to personal data, and details of organisations with whom the data is regularly shared are available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/652095/ESFA_privacy_notice.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683618/Appendix_F_ILR_2018_to_2019.pdf

Derby College Group has identified that it meets a number of lawful basis for processing (as set out in Article 6 of the GDPR). In summary:

- For processing enquiries and applications to the College the lawful basis is legitimate interest.
- For processing information relating to and individuals programme of study the lawful basis is legitimate interest and may also be linked to a contract.
- For gathering information about the destination of an individual once they have left the College the lawful basis is legitimate interest
- For contacting individuals who have completed a course at the College (Alumni) the lawful basis is consent.

Security

The College will hold personal information securely.

To prevent unauthorised disclosure or access to personal information, it has strong organisational and technical security safeguards.

If information is shared with another organisation (reasons for this are given in the section below) it will ensure an Information Sharing Agreement is in place.

The College follows stringent procedures to ensure it processes all personal information in line with the Data Protection Act 2018.

Information Sharing and Disclosure

The College does not sell or rent personal information.

Information may by necessity be disclosed to appropriate employee members of Derby College Group and to government bodies (as previously outlined).

Organisations that Derby College Group may share personal information with includes:

- Awarding Bodies
- Companies House
- Department for Education
- DWP
- Education and Skills Funding Agency
- Elastacloud
- Employers



- ESF
- HMRC
- Higher Education Institutions
- Local authorities (For example: Derby City Council, Derbyshire County Council, Nottingham City Council)
- Mailchimp
- Nurseries and pre-schools
- Office for Students (Graduate Outcomes)
- Ofsted
- Pension Service
- Police
- Schools
- Social Care
- Sub-contractors
- Think Alumni
- UCAS

Information may be shared with third parties if it is in connection with the service being provided to individuals, for example, the College might share information with market research companies contracted to undertake work on its behalf to assess satisfaction with the College's service. When the College does this it will always ensure an Information Sharing Agreement is in place.

If, as part of the entry requirements for a course or if an individual is applying for a job with Derby College Group, the College needs to take up a reference or obtain 'disclosure' from the Disclosure and Barring Service, it will inform you beforehand.

Parental consent is not required. There may be exceptions in regards of students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

The College has found that it is very beneficial to the young person's progress as a student if the College is able to engage with the parents (or guardian/carer). Therefore, it is very important that we have the parents' details recorded on its systems.

When a student is in Further Education, parents/carers/guardians (or any other third party) are not automatically entitled to the student's information unless the College has a statutory obligation to do so (e.g. safeguarding a student's welfare, reporting on unauthorised attendance. etc.). The College can only release information about its students' progress if it has their consent for this recorded on the College system.

Students are asked for their consent for sharing information with parents/others on the enrolment form or when enrolling face-to-face. Students can also inform the College later on of who the College may discuss with about their College matters. Students may withdraw their consent the same way which they gave it.



Photographs/Video

Occasionally, the College may take photographs of students or visitors. The College may use these images in our prospectus or in other printed publications that we produce, as well as on our website. The College may also make video or webcam recordings for conferences, monitoring or other educational use.

From time to time, the College may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 2018, the College will ask for consent before photographing or making any recordings.

Visitors to website

When someone visits www.derby-college.ac.uk the College collect standard internet log information and visitor details of behavior patterns. It does this to find out things such as the number of visitors to the different parts of the site. It collects the information in a way which does not identify anyone. If it does want to collect personally identifiable information through its website it will be up front about this and will make the purpose clear.

Use of Cookies

A cookie is a small file placed on a computer's hard drive. It enables the College's website to identify a computer as individuals views different pages on its website.

Cookies allow websites and applications to store preferences in order to present content, options or functions that are specific to individuals. They also enable the College to see information like how many people use the website and what pages they tend to visit.

All cookies used by this website are used in accordance with the current Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011.

Cookies do not provide the College with access to an individuals' computer or any information about them, other than that which they choose to share.

Individuals can use their web browser's cookie settings to determine how the College's website uses cookies. If an individual does not want the College website to store cookies on their computer or device, they should set their web browser to refuse cookies. However, please note that doing this may affect how the College's website functions. Some pages and services may become unavailable to the individual.

Unless an individual has changed their browser to refuse cookies, the College's website will issue cookies when it is visited.



Controlling Information about Individuals

When individuals fill in a form or provide their details on the College's website, there may be one or more tick boxes allowing them to:

- opt in to receive marketing communications from the College by e-mail, telephone, text message or post

- opt in to receive marketing from third party partners by e-mail telephone, text message or post

- If individuals have agreed that the College can use their information for marketing purposes, individuals can change their mind easily, via one of these methods:
 - send an e-mail to dpo@derby-college.ac.uk

 - write to us – The Data Protection Officer, Derby College, the Roundhouse, Roundhouse Road, Pride Park, Derby. DE

 - unsubscribe by clicking the link in each email

Any individual can request that the College delete their personal data. This request for erasure can be made by e-mailing the Data Protection Officer at dpo@derby-college.ac.uk. Whilst the Data Protection Act 2018 doesn't provide an absolute right to have your personal information deleted by an organisation (for example they do not need to delete personal information if they are obliged to keep it by law or have another legitimate reason to keep it) the College will review each request for erasure will be assessed on a case by case basis.

Links from the College Website

The College website may contain links to other websites. Please note that the Derby College Group have no control of websites outside of www.derby-college.ac.uk. If an individual provides information to a website to which the College links, it is not responsible for its protection and privacy. Individuals are advised to read the privacy policy or statement of other websites prior to using them.

People who use the College services

The College hold the details individuals provide in order to deliver programmes of study, Apprenticeships, workforce development programmes and other services which meet specific needs.

It only uses these details to provide the service an individual has requested and for other closely related purposes. For example, it might use information about people who have enquired about a course to carry out a survey to find out if they are happy with the level of service they have received, or it might use information about an employer offering a student work experience to contact them about a new Apprenticeship scheme or grant.

Information may by necessity be disclosed to appropriate employee members of the Derby College Group and to government bodies [to fulfil the College's statutory responsibilities] such



as the Education and Skills Funding Agency, Ofsted, the Department for Education and auditors or to local partners.

People who use the College Counselling Service

The Derby College Counselling Service adheres to the British Association for Counselling and Psychotherapy's (BACP) Ethical Framework for the Counselling Professions. Our counsellors are BACP accredited and/or registered. They undertake ongoing supervision to ensure you are provided with the best possible service. The Counselling Service is a confidential service however confidentiality cannot be guaranteed in the following circumstances:

- Disclosure to cause serious and imminent harm to yourself or another
- Disclosure of child/sexual abuse under the age of 18 years/vulnerable adult
- Disclosure of terrorist activities/serious crime
- If the counsellor is ordered by a Court of Law

Information may by necessity be disclosed to appropriate employee members of the Derby College Group and to government bodies to fulfil the College's statutory responsibilities

The Counselling service may keep records relating to an individual's counselling of session in the event that there is a legal obligation to disclose any information. The Counselling Service may also collect statistical data to monitor and improve the service. This data will be anonymised and held securely for 7 years after which it will be confidentially destroyed.

People who use the College's business enterprises

If someone is a customer of a commercial service of the College e.g. The Engine Shed Restaurant or the Sensi Hair and Beauty Salon, the information an individual provides the College with to enable them to deliver that service will only be held and used for that purpose or for other closely related purposes.

People who request information from Derby College

If an individual requests information from the College by letter, telephone, email, submitting an enquiry card or from a sales appointment, the College will make a record of that enquiry and will use the information to provide the individual with a response. It will only use the information for these purposes and to provide a follow up service to ensure that it provided the individual with what they asked for.

Accessing Your Own Personal Information

Individuals have the right to ask for a copy of any of their personal information held by Derby College Group. They can make a 'subject access request' under the Data Protection Act 2018.

The easiest way to make a request is to complete the online Subject Access Request Form which can be found on our website at <https://www.derby-college.ac.uk/gdpr>. A hard copy of this form is available on request from the College. Alternatively, a request can be made directly to the Data Protection Officer at dpo@derby-college.ac.uk.

Requests to delete personal data



One of the key principles which underpins the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

To make a request please complete our Request to Delete Personal Data form which can be found on our website at <https://www.derby-college.ac.uk/gdpr> . A hard copy of this form is available on request from the College.

Any requests from individuals to:

- have inaccurate personal data rectified (right to rectification),
- restrict or suppress of their personal data (right to restrict processing),
- obtain and reuse their personal data for their own purposes across different services (right to data portability),
- object to how their personal data is used, should be made directly to the Data Protection Officer at dpo@derby-college.ac.uk.

Complaints or Queries

If there are any questions about the College's collection and use of personal data, please contact the Data Protection Officer at dpo@derby-college.ac.uk . They are happy to provide additional information if it is required.

If you have a concern about the way Derby College has handled or is handling your personal information, or you wish to make a complaint because we have not complied with our obligations, you can make a complaint to the Information Commissioners Office (ICO). You should raise your concerns with within three months of your last meaningful contact with the College. Details of how to do this are on the Information Commissioners Office website: <https://ico.org.uk/concerns/handling>

By post: If your supporting evidence is in hard copy, you can print out the form and post it to the ICO (with your supporting evidence) to:

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

Changes to This Privacy Notice

The College will keep this Privacy Notice under regular review and reserve the right to change it as necessary from time-to-time or if required by law. Any changes will be immediately posted on the website.