

Privacy Notice for Students (applicants and enrolled students)

Under the Data Protection Act 1998 the College has a legal obligation to ensure that all the information held and processed about you complies with the principles of the Act. Your personal data will be treated in confidence and will not be disclosed to any third parties except where:

- You have given your consent
- The disclosure is in the legitimate interests of the College
- There is a legal requirement or duty to the public, or where we may need to protect our interests and those of our students.

Disclosing Sensitive Personal Data

In accordance with Principle 1 of the Data Protection Act, sensitive personal data should not be disclosed to third parties unless one of the following conditions has been met:

- You have given explicit consent (ideally written)
- The College has a statutory obligation (e.g. equal opportunities monitoring)
- Disclosure is in your vital interests (e.g. safeguarding information)

Student Collection Notice - Higher Education Statistics Agency (HESA)

HESA hold information on students and staff in universities and higher education colleges in the UK, known as Higher Education Providers (HEPs). For further information, please refer to the following website:

<https://www.hesa.ac.uk/data-protection>

Student Collection Notice – Hereford College of Arts

Information held by the College about you, i.e. your student record, will be used both within the College for financial and management purposes and to provide internal and external statistical information. In addition, academic progress/engagement/absence information will be recorded within the student record.

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA.

Privacy Notice - How We Use Your Personal Information

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

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

Where information is used for statistical purposes it will be used in anonymised form and precautions are taken to minimise the risk that you will be identified from the data.

The College also collects 'emergency contact details' and your doctor's name/telephone number as they play a vital part in ensuring a student's health and safety. You should inform the College immediately if these details require amendment. Please advise your named contact that you have disclosed their details to the College for this purpose.

The College will collect information about disability status, learning difficulties and health problems, initially at the application stage, to ensure that as full a range of services as possible are available and to ensure health and safety procedures are complied with. This information will also be passed to the Learning Support Department, Course Leaders and any relevant staff for health and safety purposes. Following enrolment, this information will be passed to relevant Awarding Bodies for students requiring extra time/special arrangements during exams and also for monitoring purposes.

Where there is a need to disclose disability data to external organisations, your prior consent will be obtained for each disclosure and you will be informed of the nature of the information to be disclosed, the intended recipient and the purpose of disclosure.

Information from applications for Learner Support Funds and other discretionary funding held by the College may be used for statistical purposes. Precautions are taken to minimise the risk that you will be able to be identified from the data.

The College reserves the right to provide personal data to lawyers and other recognised collection agencies should monies owing to the College not be paid in full.

Examination results may be posted locally i.e. on College notice boards and published in the newspaper. They may include your name unless you notify the MIS Officer (Exams) in writing of your objection.

Student work may be exhibited in the College foyer, studios, externally and also on the College website/prospectus. They will include student names unless you notify the Registrar in writing of your objection. The College may reproduce and share images of the work you generate in the course of your studies and/or images of the creative process by which your work is made, including photographs, digital artwork and film/video footage, in whole or part; and produce, reproduce and share adapted material. This can be used in perpetuity by the College for promotional purposes, for example but not limited to: College prospectus and website, flyers, posters and course literature.

Student photographs will be taken at enrolment and the image will be stored within your student file on the student database. The image may be used for a variety of reasons including; health & safety, general identification, publicity purposes and for exams. In addition, the College may use video footage of students for publicity purposes.

Please note that it is College policy, for Further Education students, to contact your parents/guardians regarding your progress, attendance, attitude and/or behaviour where relevant and also to send details of College events that may be of interest to them.

The College/external agencies working on behalf of the College, will contact you by e-mail/post or telephone to take part in College generated surveys.

The College may upload your mobile telephone number to the College's texting software to enable the College to inform students about important events/changes to time-tables/arrangements for collection of certificates.

Retention of Records

Records whether computerised or manual will be held by the College for such a period of time to enable the College to comply with statutory requirements. Please note that records in relation to ESF Match Funded students will be retained until 31 December 2030.

College Statement

The College is registered as a data user with the Office of the Information Commissioner. The College's Data Controller is Mr Tim Williams (Finance Director), to whom enquiries should be addressed.

The College processes student data for a variety of purposes including:

- The maintenance of student records, both personal and academic
- Management of academic processes, examination entry, awarding body registration, academic audits, access to computer facilities
- The arrangement of student accommodation as undertaken by the Accommodation Officer
- Alumni operations
- Student support, the provision of financial and counselling advice, disability services and Education Team at the Local Authority

The College through Finance, Registry and Academic Administration discloses student information to a range of recipients. The main recipients are listed below:

- Employees of the College and their agents, where information is required in the performance of their duties
- Students' sponsors, third parties with whom students have a contract e.g. Local Authorities, Student Finance
- Central Government Departments, HESA, Council Tax Officers
- Current or potential employers of our students
- Current or potential providers of education to our students
- Local Authorities
- Awarding Bodies (the College will provide Awarding Bodies with copies of the students application form for approval where relevant)
- UK Visas and Immigration
- Careers Advisors

Please note that the College does not need to seek the consent of the student for data processing that is within the legitimate interests of the College, your consent to disclosure will be made as defined within the Principles of the Data Protection Act 1998. The College undertakes to retain student data in secure conditions and to process and disclose data within the terms of the above guidelines.

In certain instances we are reliant upon you for much of the data that we hold and you should inform Registry immediately of any change to your address or other personal details.

Your Right

Under the Data Protection Act 1998 you have a right to a copy of the current personal information held on you by the College and a right to object to data processing that causes damage and distress. For further information please contact the Data Controller.