Privacy Notice for Students at the College

Notice about how we use your personal information

We are the data controller of personal information about you.

We are: Strode College. Our address is: Church Road, Street, BA16 0 AB

Our Data Protection Officer is Angela Leavens. 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 dop@strode-college.ac.uk; 01458 844400

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

College Privacy Notices relevant to Students:
1. Student Records
2. Student Finance
3. Teaching and Learning
4. Marketing

1. Student Records

WHAT WOULD YOU LIKE TO KNOW ABOUT?

- The information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside Europe;
- will we monitor your use of the College’s IT; and
- your rights over your personal information.

The information that you give us

As part of your admission to the College we may collect your personal details including: name, address, date of birth, email address (personal), first and second language, work assessment data, schools attended, dates of attendance, exam/test results, ethnicity, health information (incl mental health), behaviour record, birth gender, special needs details, parents/guardian/caregiver details, image/photo.

We will issue you with the following personal data: student ID number, photo student ID card (used as an ID card, Library card and is required in order to sit your exams), student IT network login, student email address.

As part of our administration of your education, we may collect personal information including: Student Union membership, lesson attendance records, reasons for absence(s) from college, sports team memberships, library loan records, and any awards or achievements that you gain during your education at Strode College.
The following GDPR compliant programs are used within College to record our student data: Goldmine, Heritage (for LRC), Janettxt/PageOne (for texting you), Promonitor (for ILP), Spirals (for additional support services), UnitE (for Student Advantage). The college operates a CCTV system for the safety and security of the campus.

The uses made of your personal information

We will use your information to manage and administer your education.

This will include putting together class lists, for making registers, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, employer information (e.g. apprentices and day release students) to consider whether to offer places to students, to provide you with a photo student ID card, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave, as well as tracking how well the college is performing as a whole.

We also use the data to identify students who cannot be used for marketing purposes.

The legal basis on which we collect and use your personal information.

Generally, the information is processed as part of our public interest task of providing education to you under the following legislation:

- The Education Act 1996
- The Education (Information About Individual Public) (England) Regulations 2013 Reg 4 & Reg 5
- The Equality Act 2010
- General Data Protection Regulation (GDPR) 2018, Article 6(e) Public Task and 6(c) Contract
- General Data Protection Regulation (GDPR) 2018, Article 9

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.

How long we keep your personal information.

| Student Data – CIS records and Student Application/Enrolment paperwork. incl: attendance/grades | Electronic records: |
|                                                                                          | Enrolled Students: retained indefinitely |
|                                                                                          | Applied by not enrolled: retained for 3 years from latest date of application. |
|                                                                                          | Paper Records (inc Student files): |
|                                                                                          | Enrolled students: 6 years |
|                                                                                          | Applied but not enrolled: retained for 3 years from latest date of application. |
| Student Data – IT accounts / email                                                       | Deleted every October half term, after the student has left college. |
| Student Data – Library records                                                            | Deleted every October half term, after the student has left college – unless the account contains over £5 of fines/unreturned library books, in which case until the account is settled. |
| Student Data – Student Support records                                                    | 5 years plus current year |
**How we share your personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

**Organisation / type of organisation:**

- Funding Agencies – ESFA (FE) / Office for Students (HE)
- The Department for Education (DfE)
- Awarding Organisations – including AQA, OCR, Pearson, WJEC, City & Guilds, CPCAB
- Partner Institutions
  - HE including Plymouth University, Pearson
  - Specialist residential schools, including: Avalon School; Priory Group Schools: Farleigh FE, Mark College; North Hill House; Shapwick School
- Ofsted, when under inspection.
- Our Local Authority, Somerset County Council & Careers South West
- AOC – Association of Colleges MIDES benchmarking service
- Other Colleges and Universities that students may attend after leaving us.
- UCAS
- CAMHS
- Somerset Safeguarding Children Board
- Prevent
- Police, Ambulance Services
- We may also share personal information on your direct request, with legal firms (Solicitors), and employers who may request confirmation of your attendance at College.

**Purpose:**

To ensure your education is paid for, to ensure obligations under the Education Act are met, that all under 19 students are in full time education or employment with training, to ensure you receive your certificates, to ensure you receive HLS funding, to confirm your attendance and to fulfil our contract with partner institutions, to ensure your safety on campus, to meet our legal obligations to share Safeguarding and Prevent information, to reclaim money from SCC to pay for any counselling sessions you may have during the course of your study, to assist your application into the Universities of your choice.

As part of our funding agreement with ESFA, we include the ESFA privacy notice within our own college application form (A6). [Click here to view the full ESFA Privacy Notice.](#)

If you have requested it, we will supply information to your solicitors (for legal cases) and employers you are applying to, to confirm your attendance and grades.

We may also share your personal information with third parties who provide services to the College.

**Organisation / type of organisation:**

- AOC - Midas
- Alps
- IT Contractors / Software company providers

**Purpose/Service:**

We use the services of Alps to benchmark the college’s performance.

On occasions, we may have to allow IT contractors/software providers with a copy of our database and/or remote access into our systems to administer upgrades, fix bugs, undertake contract work. Appropriate Data Management statements have been built into our contracts to deal with such occurrences.

**How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.
2. **Student Finance**

**WHAT WOULD YOU LIKE TO KNOW ABOUT?**

- The information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside Europe;
- will we monitor your use of the College’s IT; and
- your rights over your personal information.

**The information that you give us**

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, bank details, financial information (incl family income), name, date of birth, course information, attendance records (for entitlement).

**The uses made of your personal information**

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you, ensure entitlement to Bursaries and other grants (e.g. Nursery Education Grant).

**The legal basis on which we collect and use your personal information.**

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.

**How long we keep your personal information.**

6 years + current year  
ESF Funding - 7yrs + end of programme (up to 16 years max)

**How we share your personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

**Organisation / type of organisation:**
- Banks
- Student Bursary Support Service
- Student Loan Company
- Somerset County Council – for Higher level learning support funding

**Purpose:**
- So you can be paid and your enrolment fees for courses can be funded.
- Under the Care to Learn Scheme, so your childcare payments can be made to the Nursery.
How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.
3. Teaching and Learning

WHAT WOULD YOU LIKE TO KNOW ABOUT?

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The information that you give us

As part of the delivery of our courses to you, our staff will collect (i.e. for marking purposes), the work that you create, and return to you a grade (recorded in our systems: Moodle, OneFile, UnitE), we will also use your details to calculate your predicted grades, these are shared with you periodically throughout the year.

In order to capture evidence of your learning and understanding, as well as in daily teaching and learning, we may photograph or record you in the process of demonstrating your skills and knowledge of a subject (e.g. video in PE to record your sporting technique, photos in Hair & Beauty to demonstrate hairstyles created etc.). In the delivery of some of our courses (music, media, dance, performing arts, art) you will have your image and voice recorded; the preproduction pieces will be worked on by students and staff and the finished pieces may be posted online via college social media channels, college radio, local radio stations (GFM) and local newspapers as part of your course.

We hold your details and parents’ consent (for under 18yr olds) for any trips and educational visits you sign up for, this includes passport details for overseas trips; the work experience (employer / hours worked and feedback) that you partake in during the course of your study.

Some lecturers choose to use online and multimedia resources to enhance your teaching and learning, these may include the use of BKSB, the Clickview video library, Google Drive, Hodder Dynamic Learning platform, Kerboodle, Mymaths, Tutor2You, Quizlet etc. You may be invited to create accounts within these learning tools and can obtain information and feedback regarding the progress you make.

We also document the support services you make use of at college, these include: the enrichment courses (incl sports teams) that you sign up for, gym membership, items borrowed from the LRC and AV Centre, Careers Interview notes, Student Support and Counselling appointments booked and notes, rental of lockers, lost property claimed, hair and beauty appointments etc.

In addition, when you use the IT systems we provide you with access to, we will process the data you input, including updating your details on Student Advantage and your ILP on Promonitor.

With your consent, our staff will record 1-1 tutorial discussion, observations regarding your behaviour and any personal matters that need to be shared with the teaching team and management as part of your pastoral care. The exemption to this is when you (or another student) may be in direct harm, or it is a police matter as laws are being broken.
The uses made of your personal information

We will use your information for the purposes of teaching you and measuring your achievements as well as fulfilling our pastoral, safeguarding and Prevent obligations.

Our IT systems log details regarding your online activities including your browsing history, sent emails, printing activities (and updated when you purchase additional credit), assignments are time-stamped when submitted electronically via the VLE (Moodle), electronic plagiarism checking of assignments, your ebook, video and database usage.

The college may use your mobile phone number to text you communications regarding lesson and trip reminders, staff absences, assignment due dates etc.

You may be asked to show your student ID card to staff members to prove your enrolment with Strode College for the purposes of safeguarding the campus and monitoring behaviour.

The legal basis on which we collect and use your personal information.

Generally, the information is processed as part of our public interest task of providing education to you.

How long we keep your personal information.

• Assignments on Moodle are retained for the length of your study with us.
• Up to 5 years for all student assignments, for EV.
• If you produce an exemplar piece of work, we may ask to retain (or copy) it to show future students.
• The college has a permanent collection of student produced artwork and photographs displayed about campus.

How we share your personal information.

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

• Awarding Organisations (e.g. BTEC)
• External Examiners (HE)
• External Verifiers (FE)
• External student competition events (e.g. World Skills, sporting competitions)
• IOA – Office of the Independent Adjudicator
• Ofsted – during inspection
• Partner Institutions – e.g. Plymouth University
• Parents
• QAA – during HE inspection
• Visitors to Open Evening events

Purpose:
To check the standards of marking and assist you with achieving the grades you deserve (e.g. remarking). To provide enrichment and interest to your course of study. We may display your work during college Open Evenings and events to promote the course you are studying to prospective students. To discuss your performance with parents and caregivers. To investigate complaints. For grading the College’s standards through the inspection process.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:

• Online learning databases/tools
• Travel companies & airlines for overseas trips
• HE – Ipsos Mori (NSS)
Service:
Education / revision services.
Travel
As part of our contract to deliver Higher Education, it is mandatory for us to send you data to Ipsos Mori, so that you can be invited to take part in the annual National Student Survey (NSS).

How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.
3. Marketing

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- your rights over your personal information.

The information that you give us

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information and year group, image on photo / video, your achievements, awards, achievements and exemplar work.

Our College website collects and records information about your computer, including IP address (when available) and web analytics (i.e. details of your visit to our site such as time & date visited, pages looked at etc). This is anonymised, statistical data and does not identify you.

The uses made of your personal information

We will use your information to capture attendance at Open Evenings and events, we include student images in our prospectuses and publicity including the college website and social media news feeds (e.g. Facebook, Twitter, Youtube). During our events, we may take promotional photos, you will be notified that photography is taking place, and if required, you will be asked for your permission to use your image.

We do not knowingly direct market to under 16 year olds.

The College website uses Cookies to personalise your browsing and enhance your interaction with our web pages including providing social media features on the site. A popup consent to the use of cookies will appear when you use our website. For more information about Cookies see: https://www.strode-college.ac.uk/legal-docs/cookies/

The legal basis on which we collect and use your personal information.

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

How long we keep your personal information.

If you have never enrolled (including applied and not enrolled), we will remove your personal data from our systems after 3 years.

A copy of our printed prospectus is retained indefinitely in the college archive, as are newspaper articles pertaining to the college, its staff, students and successes.
Visitor logs: 3 months

**How we share your personal information.**

We may in the process of marketing the college, share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

**Organisation / type of organisation:**
- Local area schools including feeder and partner schools
- Local media: newspapers (Central Somerset Series, Bridgwater Mercury etc)

**Purpose:**
Through our schools liaison officer to promote Open Evening attendance and provide College Taster Day feedback.
Through newspaper and social media articles (incl photos) to promote our students successes, e.g. Awards evenings, Ofsted results, hair and beauty showcase, sporting achievements etc

We may also share information with third parties who provide services to the College.
- Digital Marketing and analytics partners

**Purpose:**
We share our cookie data for the purposes of conducting digital remarketing campaigns. This data is anonymised, but may include your IP address.

**How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

**WILL WE MONITOR YOUR USE OF THE COLLEGE’S COMPUTERS**

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.

Please refer to the College’s IT User Agreement for Students for guidance as inappropriate use of the college IT equipment may result in the College Disciplinary Procedures being invoked.

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.

**YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

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.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be published on the College website.