

Data Protection Statement

Students and Apprentices



The Trafford and Stockport College Group is committed to protecting your privacy. This privacy statement explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold. Trafford and Stockport College Group is the controller of all personal information held by our colleges, and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR).

This privacy notice relates to students studying at any of the colleges within the Trafford and Stockport College Group. We may collect, use and share your personal information in order to carry out our public task to provide education and training to you.

What data do we collect and use?

The categories of personal information that we collect, hold and share include:

- Personal information (including name, unique learner number, address and contact details, previous address, employment status, your eligibility for discretionary support funding, emergency contact/parent or carer details, photographs and other media);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Educational records information (such as assessment grades, predicted grades, behavioural sanctions, targets set and achieved);
- Prior educational records information (such as previous qualifications attained and grades);
- Browsing history on our IT networks;
- CCTV recordings and images.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This may include information about:

- Characteristics (such as residency status, nationality, date of birth, and including special category data such as ethnicity, gender, religious beliefs and sexual orientation);
- Medical information (such as relevant medical or health conditions);
- Special educational needs information (such as special educational needs declarations, disability details, details of additional learning support requirements and whether you are in receipt of any additional support from the Trafford and Stockport College Group).

We may also record if you have any criminal convictions or pending criminal convictions;

The majority of the personal information you provide to us is necessary for us to fulfil our role as a college (our public task) and contract with you to provide educational services tailored to your needs. Failure to supply this information may mean that we are unable to provide the support you require and may be unable to admit you onto one of our programmes.

Data is also collected to ensure that we are able to receive funding to provide education services and failure to provide information will mean that we may be unable to enrol you onto one of our programmes. Some information is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this. In such cases, we will ask you for your consent clearly and will provide details about why and how your information will be used.

We may obtain information from third parties, such as your previous school or the local authority where applicable, ensuring continuity of support for those with additional learning or wellbeing needs and monitoring of safeguarding concerns.

Why do we collect and use your information?

We collect your information to help us to meet our legal obligations and to carry out the public task of providing education and training. We use your information to:

- support learning
- keep you safe
- monitor and report on student progress
- provide appropriate guidance and pastoral support
- keep you informed about issues affecting and related to your studies
- assess and improve the quality of our services
- comply with the law regarding data sharing
- comply with our contractual obligations
- conduct internal research to improve our practices
- keep in touch with you and form an alumni community after you leave college
- record and showcase the work of our Colleges

We rely on a number of legal reasons (bases) from UK data protection law and the GDPR for the processing of information about students, which include article 6b - the fulfilment of contract, article 6c – legal obligation, article 6e – public task, article 6f – legitimate interests and article 9j – Statistical purposes. Please ask the Data Protection Officer if you would like to understand more about these: dpo@tscg.ac.uk.

How long is your data stored for?

We store your information securely and in line with our Data Protection Policy and associated procedures. In many cases, the length of time we keep records is set by external agencies including our funders and the awarding organisations who accredit the qualifications we offer. We hold student information for the following timeframes:

Personal information, characteristics, attendance, medical, special educational needs and prior educational records	7 years from the end of academic year in which you complete your studies
Educational records used to evidence achievements	Up to 5 years from the academic year in which you studied depending on different Awarding Organisation's requirements
Photographs and other media	Up to 5 years from the end of the academic year in which it was taken/recorded
Bank Details (allowing us to pay you any awards you are eligible to receive)	6 months after you complete your studies with us.

Will your information be shared?

We routinely share student information with:

- The college's local authority and the local authority where you live, and if different, the local authority you lived in whilst at school for 16-18 study programmes and apprenticeships
- The Department of Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- The Office for Students (OfS) for Higher Education provision
- Your parent/carer/emergency contact if you are aged under 18 at enrolment for your safety, wellbeing and to support your learning;

- Any employer that you are undertaking work experience with or who has provided financial support for your studies, including apprenticeships;
- Your previous school to help them with their public task to monitor destinations;
- External software suppliers who provide the systems we use to track learning and progress;
- Awarding organisations to allow us to claim certification;
- The Association of Colleges and other specialist research and analysis services
- Sport England and their software suppliers to allow us to run programmes to support health and wellbeing

We do not share information about our students with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the student concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of students' information.

Data Sharing with the Department for Education

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the Education and Skills Funding Agency (ESFA). 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 will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

How do we protect your data?

Your data is held securely on the Trafford and Stockport College Group's network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those colleagues who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All colleagues have completed the Group's data protection training programme and receive regular updates to keep their knowledge and understanding up to date. The Trafford and Stockport College Group ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

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What are your rights?

The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals a number of specific rights in relation to their personal information. You have the right to:

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data; **We aim to do this through this Privacy Statement**

- Request access to the information we hold about you (Subject Access Request); **You can do this online at [Data Protection - The Trafford & Stockport College Group \(tscg.ac.uk\)](https://www.tscg.ac.uk/Data-Protection)**
- Object to processing of personal data that is likely to cause, or is causing, damage or distress; **Please contact the Data Protection Officer if you would like to discuss any concerns**
- Prevent processing for the purpose of direct marketing; **We always request your permission to use your personal details on any marketing or promotion and provide you with an option to stop receiving marketing communications from us**
- Object to decisions being taken by automated means; **We do not have any systems or processes that do this**
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damages caused by a breach of the data protection regulations. **Please contact the Data Protection Officer if you would like to discuss any concerns**

Contacting the Trafford and Stockport College Group

You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website : [Data Protection - The Trafford & Stockport College Group \(tscg.ac.uk\)](https://www.tscg.ac.uk/Data-Protection)

You can also write to the Data Protection Officer at dpo@tscg.ac.uk or:

The Data Protection Officer
Trafford and Stockport College Group
Manchester Rd
Timperley
Altrincham
WA14 5PQ

Where can you find out more information?

If you have a concern relating to the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner's Office at .