

# North East Surrey College of Technology Privacy Notice – Parents, Carers and Emergency Contacts of Students

## Notice about how we use your personal information

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. 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 [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk), 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

## The information we collect about you

- personal details (such as name, address, sex, email, and telephone contact details)
- emergency contact/ next of kin details
- contact history (such as correspondence and meeting notes).

## The uses made of your personal information

We will use your information to:

- a) meet our legal and statutory duties and responsibilities around health, safety and wellbeing of our students
- b) contact you in the case of an emergency
- c) comply with the law regarding data sharing

In the case of parents and carers of students who are under the age of 18 at enrolment, we use information to:

- Support our student's learning
- Report on student progress
- Provide appropriate guidance and pastoral support.

## 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.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. The College will keep some forms of information for longer than others. Because of storage restrictions, information about students cannot be kept indefinitely, unless there are specific requests to do so. In general information about students will be kept for a minimum of six years after they leave the College. For further detail about specific types of records please see our [Records Retention Policy](#).

## 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:

- **Education & Skills Funding Agency (ESFA)** - please refer to the [ESFA's Privacy Notice](#).

Purpose: to meet our statutory and contractual responsibilities with the ESFA and to enable us to access government funding for educational provision.

- **The Learning Records Service (LRS)** – please refer to the [LRS's Privacy Notice](#)

Purpose: A government led service to create and access your Unique Learner Number (ULN) and to share and access records of academic achievements.

- **The Office for Students (OfS)** - please refer to the OfS's [Privacy Notice](#).

Purpose: to meet our statutory and contractual responsibilities for higher education with the Office for Student (OfS) and to enable us to access government funding for educational provision.

- **Ofsted**

Purpose: Ofsted is the government inspection body for educational providers. Data is used during an inspection to assess the quality of the provision being provided by the College.

- **Local Authorities**

Purpose:

- we have a duty to share information on students aged 16-19 years and those aged up to 25 years with special educational needs (SEN) with local authorities for them to meet their statutory duty to track young peoples' participation in learning.
- we may also share data with the local authority for safeguarding purposes.

- **Social and Welfare Services**

Purpose: we may sometimes share your data with social and welfare services for safeguarding and welfare purposes.

- **Police**

Purpose: we have a legal duty to share information with the police as part of an official criminal investigation.

- **Health & Safety Executive (HSE)**

Purpose: we have a legal duty under health and safety law to report serious accidents to the HSE.

- **Our awarding bodies, including our validating universities**

Purpose: we share some of your data with our awarding bodies and validating universities in order to register you for your qualification assessments, examinations and certification.

- **Work Placement Supervisors/Mentors**

Purpose: we will often need to share information with students' work placement supervisors or mentors regarding to facilitate successful completion of the work placement activity.

We may also share some of your personal information with third parties who provide services to the College to support your learning experience and help the college improve that experience. When we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for direct marketing purposes. We do not in any circumstances share your information with anyone beyond the College for them to use for their own direct marketing purposes unless you have requested us to do so.

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

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

### **Automated decisions we make about you**

We do not make automated decisions using this information.

### **Data Security**

- Personal information in the form of paper records are kept in a locked filing cabinet, drawer or other secured area.
- Personal information in the form of electronic records are kept on firewall protected servers and accessed through password protected systems.

### **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. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- 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 and will update it from time to time to make sure it remains up-to-date and accurate.

