

# Student data privacy statement

Harlow College collects personal information from individuals for a range of purposes. We collect and process personal information in order to process applications to study with us. And for those who join us, we process your information to facilitate your education and deliver and improve services and facilities. We report to statutory authorities on performance, and for our alumni, we offer a range of services and opportunities. This page gives further details on how we use your personal information to these ends.

## Student Personal Information

Any information relating to an identified or identifiable person (data subject) is personal information or personal data. This can be quite wide-ranging and can include information like names and related direct personal information to more indirect information, like an identification number or online identifier.

## Harlow College Use of Student Information

Your personal information is captured, created, stored, managed and transmitted securely by Harlow College in a variety of paper and electronic formats, including databases that are available to our Staff in various departments. Access to your personal information is limited to authorised staff, who have a legitimate interest in using your personal information for a business purpose related to their contractual duties.

Your personal information is used as permitted or required by law for a range of academic and business purposes, including the following:

1. To facilitate and deliver your education or chosen course of study, record the details of your studies and attendance (including any placement with external organisations) and determine and record any course work, assignments and any examinations you undertake.
2. To administer the financial aspects of your relationship with us and any related funders.
3. To manage your use of facilities and participation at events (e.g. building access, computing services, libraries, catering facilities, functions, awards, etc.)
4. To enable effective communications with you or those you authorise us to communicate with on your behalf.
5. To enlist participation in student surveys and student feedback reporting.
6. To operate security, disciplinary, complaint and quality assurance processes and arrangements.
7. To support your health, safety, welfare and wellbeing whilst with us.
8. To support your requirements for training and development.
9. To support internal research and the gathering of statistics with the purpose of improving our services and facilities and meeting statutory reporting obligations.
10. To deliver our Alumni services.
11. To monitor our responsibilities under equality legislation.

Some personal information used for the above purposes will be 'sensitive personal data' also known as 'special categories of personal data' under the new General Data Protection Regulations. These can include race and ethnicity for the monitoring of our equalities responsibilities for example, or medical information relating to the delivery of necessary learning support. Access to and the sharing of this kind of 'special category' personal information is controlled very carefully. We will only collect this information if there is a fundamental business reason for us to do so for example accessing funding from our funding bodies.

# The Sharing of Student Personal Data

The College will not share your personal information with third parties or a parent or guardian for learners over 18 without obtaining your specific consent.

However, your personal information may be disclosed and shared as permitted or as required by law, on a considered and confidential basis, in relation to a limited specific purpose, with a number of external organisations, including the following:

- Education Skills Funding Agency (ESFA). [See details relating to these disclosures](#)
- Higher Education Statistics Agency (HESA). [See details relating to these disclosures](#)
- Relevant Government Departments (eg Home Office, including UK Visas and Immigration, Foreign and Commonwealth Office, Department of Health, Department of Education, Department for Business, Energy and Industrial Strategy)
- Relevant executive agencies or non-departmental public bodies (eg HM Revenue and Customs, Health and Safety Executive)
- **Office for Students**
- **Universities and Colleges Admissions Service (UCAS)**
- **Office for Fair Access (OFFA)**
- **Office of the Independent Adjudicator (OIA)**
- Organisations running student experience surveys, including [the Destinations of Leavers from Higher Education survey \(DLHE\)](#)
- **Student Loans Company (SLC)**
- Awarding Bodies for the qualifications you are undertaking
- **Learner Records Service** to validate/gather Unique learner numbers
- Local Authorities. (Specifically, we will assist local authorities tracking teams for 16-18 year old learners)
- The police and other law enforcement agencies.
- Auditors.
- Companies or organisations providing specific services on behalf of Harlow College.
- Work Experience and Apprenticeship Employers.
- Parents/Guardians listed on our systems (provided by the learner and only for 16-18 year old learners)
- Local Authorities. (Only for 16-18 year old learners)
- Previous School (As detailed on your application/enrolment)

Harlow College will not make your examination results publicly available and will require your consent to make these available to external enquirers or organisations.

We will not normally disclose any other personal information about you to other external enquirers and organisations without your consent unless it is in your vital interests to do so (eg an emergency situation).

## Use of your personal information after you leave

When you have ended your studies, your personal details are used to contact you to gather information about your destination.

When you end your studies, you will receive more information about our how we follow up on destinations.

## Accessing your personal information

Whilst a student with us, you will have password protected access to some of your personal information held in various College systems, and are expected to keep your personal details, including contact details, up-to-date.

Under the General Data Protection Regulation, you have the right to access the personal information that is held about you.

For more information about accessing your personal information using the Subject Access Request procedure and other information rights you have, please see our Data Protection web pages.

## Retention and disposal of your personal information

All student personal data is retained in accordance with the College's Data Retention Schedule

## Data Protection Registration

Currently, the College maintains a data protection registration with the Information Commissioner's Office (ICO), the independent authority which oversees compliance with the Data Protection Act 1998.

The College's registration number is: **Z9209363**. See the ICO's website for registration details.

## Further information and contact details

For further information on the General Data Protection Regulations and other information compliance issues, please see our Data Protection Policy

If you need further assistance, please contact the Information Compliance Team at [dpo@harlow-college.ac.uk](mailto:dpo@harlow-college.ac.uk)