

# Student Privacy Notice and Data Protection Declaration

**Please read this Privacy Notice and sign the Data Protection Declaration at the end.**

This Student Privacy Notice explains how Ashbourne College collects, uses and shares student personal data and sets out students' rights in relation to the personal data the College holds.

## **Information collected**

The College may collect the following types of personal data about students:

- personal identifiers such as name, date of birth and contact information including parents and guardians. This data will include sensitive information such as ethnicity and first language;
- information relating to education and employment history;
- records relating to work, attendance and behaviour at Ashbourne and details of examinations and results;
- information about family or personal circumstances, and both academic and extracurricular interests;
- sensitive personal data such as health, special educational needs and disabilities, court orders, safeguarding concerns and information about criminal convictions and offences;
- minutes of meetings, notes and email exchanges including disciplinary issues.

Why and how the College uses information about students:

- recruitment and admissions purposes;
- to support learning, academic matters and academic administration (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, etc);
- non-academic matters and pastoral care in support of core services (e.g. personal tutoring, additional learning support, safeguarding, etc);
- other administrative purposes (e.g. providing IT support);
- to keep students safe;
- to ensure compliance with Department for Education regulations and UK legislation.

## **Promotional purposes**

Ashbourne uses photographs and videos for promotional purposes. All students are expected to assist with this. Students have the right, however, to request their photographs

and videos not be used for such purposes; the request should be made in writing or by email to the Compliance Officer (contact details below).

Ashbourne has always and will always treat personal data with care and respect. It has never and will never use personal data for commercial purposes other than to promote its own courses and alumni network.

The College may process student personal data based on the following grounds:

- to perform educational contractual duties;
- to comply with our legal obligations, necessary for medical reasons or protect another person's vital interests. For example, contacting a hospital in the case of a medical emergency, children's social care etc.

### **Sharing information with others**

In general, the College does not share information with third parties unless legally required to do so. Students are given the opportunity to opt out of some of these data sharing arrangements, for example when they register with the College, but students should carefully consider the possible impact of doing this. Unless an opt-out is in place, the College may disclose limited personal data to a variety of recipients, for example, universities through UCAS application, the Department of Education for annual census and the Local Authority as appropriate.

### **How long student information is kept**

Subject to any other notices that the College may provide to students, it may retain personal data for a period of six years after the student's association with the College has come to an end. However, some information may be retained indefinitely by the College in order to maintain students' academic records for archiving purposes.

Data protection law permits students the right to:

- obtain access to, and copies of, the personal data that the College holds about them;
- require the College cease processing their personal data if the processing is causing them damage or distress;
- require the College not to send them marketing communications;
- require the College to make corrections to personal data held if it is incorrect;
- require the College to erase their personal data;
- require the College to restrict data processing activities (and, where this processing is based on the staff's previous consent, they may withdraw that consent, without affecting the lawfulness of the processing based on consent before its withdrawal);
- receive from the College the personal data held about them which they have provided to the College, in a reasonable format specified by them, including for the purpose of transmitting that personal data to another data controller;
- object, on grounds relating to their particular situation, to any of the College's particular processing activities where they feel this has a disproportionate impact on their rights.

Please note that the above rights are not absolute, and the College may be entitled to refuse requests where exceptions apply.

If students have signed the attached declaration, they consent to the College processing their data. Should students wish to withdraw consent, they should contact the Compliance Officer.

**Contact the College**

If students have any queries about this privacy notice or require more information about how the College stores and uses personal data please contact the Compliance Officer. Further details can also be found in the College's Data Protection Policy.

Requests to access personal data held by the College may be made in writing, either by email or letter, to the Compliance Officer:

Mike Kirby  
Ashbourne College  
17 Old Court Place,  
Kensington,  
London, W8 4PL  
mike.kirby@ashbournecollege.co.uk

If students are not satisfied with how the College is processing their personal data, they can make a complaint to the Information Commissioner.

More information about data protection legislation can be found on the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

# Student Data Protection Declaration

Please read the Student Privacy Notice in full before signing this declaration.

## **Declaration**

I, [Print name and surname]

\_\_\_\_\_

confirm that I have read and understand the Student Privacy Notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_