

For the College to fulfil its contractual obligations it will process personal data to share with the following:

- Education and Skills Funding Agency (ESFA)
- Local and central governments
- Higher education institutions and Higher Education Funding Council For England (HEFCE)
- Department for Work and Pensions
- Connexions
- Exam boards
- Police forces, courts and tribunals
- Other colleges with whom we may subcontract with (we will inform you if this is the case)




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### Keeping personal information

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We keep your personal information securely in both electronic and hard copy. The information is held for 6 years to comply with the data requirements of the Education and Skills Funding Agency (ESFA). You have the option of having your data forgotten after 3 years by contact our Enrolments Office.




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### Your consent

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By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purpose identified. Sometimes we need your consent to use your personal information (for example for marketing, surveys and research) when you enrol on any of our courses. You can opt out for this purpose but we won't always need your consent to use personal information – for example if we need it to meet our contractual data requirements. Where you have given us consent, you have the right to withdraw it at any time by completing the Data Subject Consent withdrawal form available from the college website [www.shipleigh.ac.uk](http://www.shipleigh.ac.uk). We will process your request within 30 days.




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### Disclosure

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The College will not share your personal data to third parties without first obtaining your consent.




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### Our partners

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We want the best for our learners and sometimes we work with other organisations to offer you a course. With your consent, our partners may contact you about these courses.

## Shipleigh College – Learner Privacy Notice




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### Who we are

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Shipleigh College is an independent general further education college based in Saltaire, Shipley.

Our privacy notice explains your privacy rights and how we gather, use and share information about you. You can get in touch with our Data Protection Officer:

- By email - [DPO@shipleigh.ac.uk](mailto:DPO@shipleigh.ac.uk) or
- By post - Data Protection Officer, Shipleigh College, Victoria Road, Shipley, BD18 3LQ




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### Your rights as an individual

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At any point while we are in possession of or processing your personal data, you as the individual have the right to:

- be informed about the collection and use of your personal data
- request a copy of the information that we hold about you
- correct data that we hold about you that is incomplete or inaccurate
- ask for your data we hold about you to be forgotten from our records
- restrict processing (in certain conditions)
- have your data we hold on you transferred to another organisation
- object to certain types of processing such as direct marketing
- be subject to the legal effects of automated processing or profiling
- complain to the Data Protection Officer (by contacting him by email or the address provided above)

To access your records that the College holds, you will need to contact or visit Enrolment Services and provide one of the following as proof of your identification:

- Passport
- Driving licence
- Birth certificate
- National Insurance card



## The types of personal data we collect and use

When you enrol with the College, we will use your personal data for the reasons set out below and to monitor progress whilst you are enrolled (in line with College procedure and policy as laid out in the student handbook). We will collect most of this information directly from you during the enrolment process.

The personal data we use may include:

- Personal details (e.g. full name, contact details, family details, work experience, education and employment)
- Date of birth or age (to make sure you're eligible for funding, if applicable)
- Sensitive data in relation to your special educational needs and disability, gender, ethnicity, criminal records and residential information
- Financial details (eg. salary and details of other income), and details of bank/building society account
- Records of course details, including start and end date, qualification details (where applicable) and progress data (eg. attendance, timetable, course trackers and individual learning plan)
- Examinations and achievement
- Funding claims
- Student support and IT systems (eg. Google Suite, Heritage Library Management System)
- Marketing and publicity



## How we gather personal information

In addition to the information you provide to us directly, we collect personal information in a number of ways, for example:

- From government departments such as the Department of Education via the Education and Skills Funding Agency (ESFA) and Department for Work and Pensions.
- From other Colleges/Universities you may have enrolled with
- From third parties you provide your information to eg. Local Council, Connexions Services



## How we use your personal information

Your personal information is used by the College to exercise its functions, to meet its responsibilities with the Education and Skills Funding Agency and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

The College uses your personal data to monitor progress whilst you are enrolled on a course and we may use your personal data to contact you regarding your course. Your personal data may be converted into statistical or aggregated data which can't identify you, then used to produce statistical analysis and reports.



## Our courses and services

We need some personal information before we can offer our courses and services to you, to allow us to check your identity. In some cases, we won't be able to provide courses and services to you if we don't have all the personal information we need.



## Sharing and transferring personal information

We sometimes need to share the personal information we process with the individuals themselves and also with other organisations. Where this is necessary the college is required to comply with all aspects of the General Data Protection Regulations (GDPR). The College may share some of the personal information it processes with the following:

- Family, associates and representatives of the person whose personal data we are processing
- Professional advisors
- Current, past or prospective employers
- Educators and examining bodies
- Trade, employer and professional organisations
- Voluntary and charitable organisations
- Healthcare, social and welfare organisations
- UCAS
- Supplier and services providers (e.g protective clothing, catering, debt collecting agency etc)