

Privacy Notice –Data Protection, a Guide for students (2018 – Pre Enrolment)

Gower College Swansea is required by law to comply with the General Data Protection Regulations (2018) (GDPR). It also needs to register with the Information Commissioner Office and to notify them of the purposes for which it intends to collect, retain, and use personal data and how that data might be shared. A full version of the data protection policy is available on the College website.

How your data will be used by the College

The data we collect is needed to:-

- Process and support your application;
- satisfy health and safety and equal opportunities requirements
- provide appropriate pastoral care, and ensure we meet our duty of care to all our learners

What personal data does the College collect?

The Personal Data we collect includes:

- Name, Previous Surname and Known Name
- Address and Postcode
- Telephone numbers (including mobile)
- Date of Birth
- Gender
- Email address
- Emergency contact details
- Permanent Country of Residence
- Date of Entry into the UK
- Nationality
- Whether English is your second language

We also collect the following special category data in order for us to comply with the College equality monitoring and ensure duty of care:

- Ethnicity
- Disability or Difficulties
- Information from your previous school and the Local Education Authority
- Information relating to a DBS application
- Medical Information that we need to be aware of while you study with us and to apply to your learning

We ask for details about your First Language in order to comply with the Welsh Standards, and inform decisions regarding our Welsh Language delivery.

Security arrangements

Your data, both in electronic and paper-based form is stored in accordance with our policy either in password protected files or in locked cabinets or rooms. Staff have access to your data only on a "need to know" basis in accordance with their duties within the College and all have compulsory training on the Act and their responsibilities.

Who we share your data with

Your data is only used or shared with others for specific purposes allowed by law.

The College may also share your data with Careers Wales and City & County of Swansea. All such data

sharing is covered by data sharing agreements.

How long will the College keep your data for

College will retain your data as follows:

Type of Record	Retention Period	Purpose
Student data/records, (not required by Welsh Government) including Application data that results in an enrolment, academic achievements and conduct	At least 6 years from the last date that the student leaves the College	Limitation period for negligence
	At least 10 years for personal and academic references	Permits College to provide references for a reasonable length of time
	Certain personal data may be held in perpetuity	While personal and academic references may become "stale", some data, eg transcripts of student marks may be required throughout the student's future career.
Student Application (Pre-Enrolment data) without a follow up Enrolment	Until the end of the academic year that the Application related to	Limitation period for negligence
Student data collected at open evenings/events	Deleted at start of following academic year	Limitation period for negligence

Your rights and choices

Under GDPR you have the right to:

- Access the personal data the College holds on you
- Require the College to rectify inaccuracies in that data
- Object to processing on grounds relating to your particular situation (in some circumstances)
- Restrict processing (in some circumstances)
- Have your data erased (in some circumstances)
- Lodge a complaint with the Information Commissioner's Office (ICO who is the independent regulator for data protection)

Your responsibilities: we endeavour to ensure the data we hold is accurate. Please inform us if you have changes to your personal data e.g. address, telephone number etc. Forms are available on line and via reception areas.

Contacts

The College's Data Protection Policy is available on the College website.

If you want further clarification on the GDPR or wish to access your personal data held by the College then please contact:

Data Protection Officer : DPO@gowercollegeswansea.ac.uk

To contact the Information Commissioner's Office please see details below

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 029 2067 8400