

Privacy Notice - Data Protection, a guide for students (2018)

Introduction

The learning programme you are about to enrol on is funded either directly by the Welsh Government or part funded via the European Social Fund (ESF) (through the Welsh Government).

Taking part in this programme is dependent on you providing personal data. The Welsh Government will be the data controller for the personal information it receives.

The Welsh Government will use this data to carry out its public task in the administering and monitoring of its funds. Other information will be kept by your learning provider to administer the programme.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by your learning provider for ESF audit purposes, a sample will be sent to Welsh Government.

For a full list of personal and special category data used by the Welsh Government please click here for the full privacy notice <https://beta.gov.wales/sites/default/files/publications/2018-06/lifelong-learning-wales-record-privacy-notice-2018-version-1.0.pdf>

Gower College Swansea processes data on behalf of the Welsh Government and collects and processes additional information.

How your data will be used by the College

Your provider, Gower College Swansea processes data on behalf of Welsh Government (WG) and to enable us to

- support your teaching, learning and assessment;
- provide access to College systems;
- monitor and report on your progress;
- satisfy health and safety and equal opportunities requirements;
- provide appropriate pastoral care, and ensure we meet our duty of care to all our learners;
- Medical declarations and the required supporting evidence that we need to be aware of, to provide the appropriate support

What personal data the College collects in addition to that provided to the Welsh Government

The additional data that we collect for our own purposes, in order to provide your education includes;

- Previous Surname
- Known Name
- Mobile Phone Number
- Email Address
- Emergency contact details
- Permanent Country of Residence
- Date of Entry into the UK
- Your previous Qualifications
- Whether English is your second language
- Whether you've had special arrangements for Examinations previously
- Medical Evidence relating to any special arrangements that we need to be aware of while you study with us and to apply to your learning and examinations.
- Information from your previous school and the City and County of Swansea (Full time)
- Information relating to a DBS application (where required due to type of course)
- Attendance Information
- All work submitted, including marks and grades awarded

We also ask for the following special category data from you, in order to comply with Equality monitoring

- Religion or Belief
- Marital Status
- Sexual Orientation

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

Who does the College share your data with?

College will share some of your data with the following approved organisations

- Welsh Government (as described in this privacy notice)
- Learner Records Service (for the allocation of a ULN)
- WEST (educational screening tool provided by Welsh Government)
- Awarding Bodies
- Careers Wales
- City and County of Swansea Education Department
- Colegau Cymru – Upshot
- Further data controllers and processors may be added from time to time

Your data is only used or passed on for specific purposes allowed by law. We have to send some of the information we hold about you to the Welsh Government (WG). WG privacy notice is detailed below.

How long will the College keep your data for?

College will retain your data in line with WG requirements. Data that we collect for our own purposes is detailed below

Type of Record	Retention Period	Purpose
Student Data / Records not required by WG, including 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 students future career.

Security Arrangements

Your data, both in electronic and paperbased 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 GDPR and their responsibilities.

Your rights and choices

Under the General Data Protection Regulation (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 certain 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 online 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

Lifelong Learning Wales Record (LLWR) Privacy notice (Part 1)

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If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by your learning provider for ESF audit purposes, a sample will be sent to Welsh Government. For a full list of personal and special category data used by the Welsh Government please click here for the full privacy notice www.wales.gov.uk/llwr

What will the Welsh Government use your information for?

The Welsh Government will use your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications). It will also be used in statistics and research about post-16 learning.

Your data will also be linked for research purposes to other educational records held by the Welsh Government such as the Pupil Level Annual Schools Census, the Welsh Examinations Database and Higher Education Statistics Authority, and to other records held by UK Government such as employment data, so that the Welsh Government can calculate learner destinations measures and also understand the impact of post-16 provision on wider outcome.

Any statistics published by the Welsh Government are anonymised, meaning that individual learners cannot be identified

Your rights and choices

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- require the Welsh Government 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 certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

How long will the Welsh Government keep you information?

Data Type	Data Retention Period	Data uses
Further Education and Adult Community Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse funding and create reports over a period of time. These reports can be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded, data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European
Work Based Learning	Your data will be deleted 10 years after the end of the contract period	

		Union.
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Contacts

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below: Data Protection Officer

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

dataprotectionofficer@gov.wales

What personal information about you is collected and used by the Welsh Government?

Some of the data collected by providers about you and sent to Welsh Government for the LLWR will be **personal data** and/or **special category data** as defined in the General Data Protection Regulation which includes:

Personal Data

- A unique learner identifier (created by the Welsh Government)
- A learner Identifier number (created by your learning provider)
- Surname
- Forename(s)
- Address
- Postcode
- Telephone number
- National Insurance Number
- Gender
- Surname at 16
- Date of birth
- National identity
- The last school you attended
- The year you left school
- A unique learner number (created by the Learning Records Service)

Additionally there is data about you which is defined as **special category data**. Providing this data is optional and will include;

- Ethnicity
- Disability type
- Health condition
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This personal/special category data will be used across all Post 16 learning within Further Education, Work Based Learning, Adult Community Learning and Welsh for Adults.

How will your data be used by the Welsh Government?

- For administration purposes, to ensure the data we collect about you is stored correctly, securely and to a high standard of quality
- To help make decisions on current and future policies for post-16 learning
- To help the Welsh Government allocate and monitor funding of post-16 learning, including learning which is jointly funded by the European Social Fund
- To give auditors the information they need to do their job
- To enable providers to resolve any data issues they may have on their systems
- To help monitor equality and diversity in post-16 learning across Wales
- In analysis and research, where we will sort through the data to identify patterns and similarities. This will allow Welsh Government to make future improvements to post-16 learning
- To produce anonymous official statistics on post-16 learning in Wales
- For ad-hoc requests for analysis from stakeholders and the general public
- To enable learning providers to measure and compare their own performance
- By third party contractors to carry out data analysis and linking, so that we can calculate performance measures
- By third party contractors working on research and evaluation commissioned by the Welsh Government.
- By other researchers who may access anonymised data with the approval of Welsh Government

Who does the Welsh Government share your data with?

Currently the Welsh Government shares your data with these third party organisations:

- Qualifications Wales
- Careers Wales
- Estyn
- HEFCW
- NHS Wales Information service (NWIS) and Secure Anonymised information linkage (SAIL)
- UK Government Department for Education

The following third party contractors commissioned by the Welsh Government to carry out evaluations and research

- Evaluation contractors
- Learning and work institute
- Arad Consulting
- IFF Research

Data Sharing Agreements

The Welsh Government will have a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures and that destroy their copies of your data when it's no longer needed. They can only use your data for the reason they sign up to and nothing else. All copies of data transfers are logged and recorded.

Security Arrangements for your data held by the Welsh Government

The data the Welsh Government collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.

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

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

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