

## **Privacy Notice –Data Protection, a guide for students (2019 – Non-Accredited and Junior College)**

Gower College Swansea is required by law to comply with the General Data Protection Regulation (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.

### **How your data will be used by the College**

The data we collect is needed to:-

- support your teaching, learning and assessment;
- 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.
- Analyse the performance of the College and its learners

We consider the processing of your personal data for the above purposes necessary for the performance of the tasks we carry out in the public interest, and as part of our statutory duties, i.e, running a college and providing education for 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
- Attendance Information
- All work submitted, including marks and grades awarded

With your consent we also collect the following data, including in some cases, special category data, in order for us to comply with the College equality monitoring and ensure duty of care. You may withdraw your consent to processing this data at any time.

- Ethnicity
- Disability or Additional Learning Needs
- 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

We ask for details about your First Language in order to comply with the Welsh Standards, and inform decisions regarding our Welsh Language delivery. You may withdraw your consent to processing this data at any time.

### **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.

## 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 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.

## 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 City & County of Swansea, and Awarding organisations that require data for registration, certification and examination purposes. All such data sharing is covered by data sharing agreements.

## 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](mailto:DPO@gowercollegeswansea.ac.uk)

## Complaints

If you wish to make a complaint you may contact the Information Commissioner's Office please see details [www.ico.org.uk](http://www.ico.org.uk).