Privacy Notice: Student Applicants

Huddersfield New College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

Why do we collect and use student applicant information?

We collect and use student information under Article 6 (1) of the General Data Protection Regulation 2018:

(d) processing is necessary in order to protect the vital interests of the data subject

We use student applicant data:
- to assess an applicant's suitability for a programme of study at Huddersfield New College
- to assess if we are able to provide appropriate support, care and guidance
- to ensure we meet all statutory requirements of SEND, safeguarding and equality & diversity

We will use the information provided in a manner that conforms to the Data Protection Act 1998, the General Data Protection Regulation 2018 and the Human Rights Act 1998.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations. We do not undertake any automated decision making.

Categories of student applicant information that we collect, hold and share include:

- Personal information (such as name, unique learner number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information, special educational needs information
- Safeguarding information
- Assessment information

Collecting student applicant information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student applicant data (how long is data held for)

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of student applicant data. The following timescales all commence two years after the end date of the academic year in which they apply to be a student. If the student enrols at Huddersfield New College, then the 'Student Privacy Notice' will supersede this notice.

Personal information	2 years
Personal characteristics	2 years
Special educational needs	2 years
Safeguarding information	2 years
School behavioural and performance information	2 years

Why we share student information

We do not share information about our student applicant's with anyone without consent; unless the law and/or our policies allow us to do so.

Privacy Notice: Student Applicants

Who do we share student information with?

We share student applicant information where necessary with:
- Calderdale and Kirklees Careers Service
- Local authority
- Current school/college of the applicant

If not listed above, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

Our students aged 16+

We will also share certain information about students aged 16+ with the local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:
- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit the local authority website.

For students enrolling for post 16 qualifications, the Learning Records Service will provide us with a student's unique learner number (ULN) and may also provide with us with details about the student's learning or qualifications.

Requesting access to your personal data

Under data protection legislation students have the right to request access to information about them that we hold. To make a request for this, please email a completed DSAR (*Data Subject Access Request form available on our website)* to studentservice@huddnewcoll.ac.uk who will process the request in partnership with Huddersfield New College's Data Protection Officer. You also have the right to:
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- make a subject data access request (please see link on website)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact:

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

Data Protection Officer	Claire Coupland
Email address	c.coupland@huddnewcoll.ac.uk
Telephone number	01484 652341

Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in

response to feedback from the public, as well as to take into account changes in the law.

Version	Date	Policy Owner	Comments	Approval Route and Date	Provenance	Date of Next Review	Equality Impact Assessment Completed (Y/N)