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# DATA PROTECTION PRIVACY STATEMENT (TIER 1)

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## Document Control

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## Data Protection Policy GDPR NOT 1.0 Issue Number 1

*Classification Public*

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## PRIVACY STATEMENT

This page explains what the College does with the personal information you provide us.

### General

Northumberland College is the data controller of the personal information you provide to us. This means the college determines the purposes and the manner in which any personal data relating to students and their families is to be processed. Occasionally you will be asked to tell us personal information about yourself (e.g. name, address date of birth etc.) in order to become a student or a client, to use various College systems and services and so on. While collecting any information we aim to clearly explain what it is going to be used for and who we may share it with. Unless required or permitted by law, we will always ask you before we use it for any other reason. We would only use it for marketing purposes with your prior agreement.

Any sensitive personal information will never be supplied to any external agencies without first obtaining your consent, unless required or permitted by law. We comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

Whenever you provide such personal information, we will treat that information in accordance with the following statement, current legislation and our [Data Protection Registration](#) (Registration Number: **Z7378440**). We also aim to meet current best practice.

Individuals whose personal information the College holds have certain rights under the law. More information can be found on the [Information Commissioner's website](#).

### Enrolment

The following section explains how the College uses the personal information that you supply on our enrolment forms.

### How the College uses your information

The information will be used for purposes relating to education, training, employment, general advice services, well-being and research. The College may share non-sensitive personal information about you with other organisations, for example the Local Authority (see below), for these purposes. We do not share your information for purposes that are incompatible, such as advertising.

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Sensitive personal information you provide (eg. disability or background) may be used by the College for the purposes of equality of opportunity or to support for your studies. It may also be used anonymously for statistical purposes. The College always seek your permission before sharing sensitive information with other organisations, unless the sharing is permitted by law and deemed necessary.

## How government departments use your information

Most of the information we hand over to government agencies is required to meet funding arrangements. The College is a Data Processor for the Education and Skills Funding Agency (ESFA). Hence there will be the need to pass most of the personal information and some sensitive information you provide to the Education and Skills Funding Agency and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education (DfE).

The information is used for the implementation of functions within these government departments and to meet statutory accountabilities, including those under the Apprenticeships, Skills, Children and Learning Act 2009. It is also used to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

The information provided may be shared with other organisations for administration purposes, the provision of career and other guidance and statistical and research purposes relating to education, training, employment and well-being. The sharing of data will only take place in compliance with the Data Protection Act 1998.

On occasion, you may be contacted after you have completed your course to establish whether you have found employment or gone onto further training or education.

You may also be contacted by the English European Social Fund (ESF) Managing Authority, or one of its agents, to carry out research and evaluation to report back on the effectiveness of the programme.

Further information about use of and access to your personal data, also details of organisations with whom the data is regularly shared are available at: <http://www.gov.uk/government/publications/sfa-privacy-notice>

## The legal basis for collecting the information

It is necessary to collect data to process your enrolment as a student and it is also required by law. You must provide it in order to enrol at the College.

The following information we are collecting based on your consent, and you may withdraw your consent without this affecting your status as a student: emergency contact details and parent/carer contact details.

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## Parents, guardians and carers.

Under GDPR regulations (General Data Protection Regulation), young people aged 16 and over can take responsibility for themselves and consent to the processing of their personal data therefore, parental consent is not required. There may be exceptions to this in regards of students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

It has been found to be beneficial for a student's progress when the college engages with parents (or guardian/carer). Therefore, it is necessary to also hold data concerning parents on our systems.

Parents/carers/guardians (or any other third party) are not automatically entitled to access student data. Consent must be given for the college to release any data we hold on our systems. Students are asked for their consent for sharing information with parents/others on the enrolment form or when enrolling face-to-face. Students can also inform the College at a later date of whom the College may discuss their College matters with. Students may withdraw their consent the same way in which they gave it at any time.

As a general rule, we can only share information if we have the person's consent, or there is a particular piece of legislation or agreement allowing us to share it without it.

## How long is your data stored for?

Personal data relating to students at Northumberland College and their families is stored in line with the school's GDPR Data Protection Policy. The college does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## Participation in Learning: Sharing information with Local Authorities

This section applies to:

- 16 and 17 year olds
- Vulnerable 18 year olds ('vulnerable' is defined locally by individual Local Authorities)
- 18-25 year olds with an Education Health Care Plan (EHCP)

The Education and Skills Act 2008 (the Act) places duties on Local Authorities (LA) to promote the effective involvement in education or training of all 16 and 17 year old residents in their area, and to make arrangements to identify young people resident in their area who are not contributing. It is part of the Local Authorities duty to secure

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sufficient suitable education and training provision for all 16-19 year olds, and to boost, enable and assist young people to contribute in learning.

Under the Act, it is the duty of the college to provide relevant information about their students to the LA of each student's residence, when requested to do so, and notify local LAs when a young person leaves learning at the college. All educational institutions are required to share information with LAs as part of their duty under the Act.

Section 72 of the Act provides the legal basis for sharing information between LAs and educational institutions. Link to relevant section is referenced here: [www.legislation.gov.uk/ukpga/2008/25/section/14](http://www.legislation.gov.uk/ukpga/2008/25/section/14)

When you give us your information, we will use your details to inform the Local Authorities where you live and about the learning that you are partaking in, so that they are able to report monthly to the Department of Education and deliver their duties listed above.

Please note that some of the services for young people provided by the LA to fulfil their duties are provided by commissioned external contractors and organisations and they are required to use the same security standards as the LA.

## Websites and Cookies

This section applies to anyone accessing College websites.

**Cookies** - A cookie is a small amount of data generated by a website and saved by your web browser. Its purpose is to remember information about you, similar to a preference file created by a software application.

**Session cookies** – (Also called a transient cookie) A cookie that is erased when the user closes the Web browser. The session cookie is stored in temporary memory and is not retained after the browser is closed. Session cookies do not collect information from the user's computer.

**Google Analytics cookies** - Google Analytics is a free Web analytics service that provides statistics and basic analytical tools for search engine optimization (SEO) and marketing purposes.

To find out more about cookies and what cookies might be stored on your device, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

During the course of your study you may be asked to use third party websites or services or access linked content (eg. Youtube, canvas) which may collect personal data about you. Privacy notices from individual sites will explain you how they use your data.

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## Responsibilities

The College, as a corporate body, is the data controller under the Data Protection Act and the Board of Governors is therefore ultimately responsible for implementation.

The Information Security department is currently responsible for Data Protection and GDPR changes within the college.

## Further information

If you have any questions about Data Protection at the College, please contact:

dataprotection@northland.ac.uk

Information Security  
Northumberland College  
College Road  
Ashington  
Northumberland  
NE639RG

If you have a data protection concern that cannot or have not been resolved by the College, you have the right to raise it with the [Information Commissioner's Office](#).