

## **Academies / Assured Skills Privacy Notice**

### **Introduction**

As a Data Controller, North West Regional College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation. The FE Sector Data Protection Policy is available on our website.

The College will process all personal data in compliance with the data protection legislation for the purpose of providing you with a service you have requested and to meet our statutory obligations. We will never ask for information that is unnecessary to deliver this service.

North West Regional College is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the data protection legislation for the personal data that you submit to us.

The Data Protection Officer for the College is **Lois McKean** ([DPO@nwrc.ac.uk](mailto:DPO@nwrc.ac.uk)).

The College's registration reference number with ICO is **Z4821243**

### **Types of Information Held**

Personal data and special category data may be captured for the purpose of the Academy Programmes including Assured Skills, for further information on the data we capture please see the College's college-wide NWRC Privacy Notice - <https://www.nwrc.ac.uk/data-protection>

Department for the Economy Privacy Notice - [Link](#)

### **Categories of Personal Data**

Personal data and special category data captured to process your enrolment may include:

- Name
- Date of birth
- Contact details
- Next of Kin
- Country of Birth
- Residency/Immigration Status
- Religious Belief
- Dependents
- Ethnicity
- Gender
- Sexual Orientation
- Marital Status
- Employment Status
- Political Opinion
- Residency
- Educational Background i.e. grades
- Disabilities, learning difficulties, long term medical conditions
- Criminal Convictions

The College will never ask for information we do not need to enrol you on your course. The College will only collect the necessary information required for these purposes is obtained and processed, and without it the College may not be able to fulfil its obligations. Information is passed between various sections of the College for operational reasons and where a lawful basis exists to process as is necessary and proportionate for intended purposes only.

### **Lawful Basis**

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the information provided for Academies, the UK General Data Protection Regulations (UK GDPR) 'lawful basis' for our processing will be the following:

#### **Article 6.1 (a)**

- The Data subject has given consent to the processing of his or her personal data for one or more specific purposes e.g. *consent to contact next of kin, Learner Record Service*

#### **Article 6.1 (c)**

- Processing is necessary for compliance with a legal obligation to which the controller is subject e.g. *Disability Discrimination Act (1995), Equality Legislation, The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007*

#### **Article 6.1 (e)**

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller e.g. *on behalf of the Department for the Economy (DfE), our role is provide you with quality education*

### **Special Category Data**

We are also required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

#### **Article 9.2 (b)**

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment and social security and social protection law. E.g. requirements by the Department for Economy to ensure meaningful equal opportunity monitoring and reporting, Learning Support details are required for compliance with the Disability Discrimination Act (1995).

On occasions we may be required to process your personal data for other reasons however we will only do so where a lawful basis applies.

### **Criminal Convictions**

Where appropriate, the College is required to collect information about criminal convictions as part of student admission or we may be notified of such information directly by you. As per the Safeguarding Vulnerable Groups (NI Order) 2007, Rehabilitation of Offenders Act 1974, Protection of Freedom Act 2012, there is a legitimacy in our field of work to ask for this. We will use the information to make decisions about your engagement or continued enrolment in line with the Policy on Disclosure of Criminal History.

### **Purpose of Processing**

The College holds the personal data and special category data of its students and staff in order to implement and manage all services and processes relating to students, including; student recruitment, admission, registration, teaching and learning (including attendance, progress and achievement), examination, graduation, collection and payment of monies and other services such as student support and careers; and for staff, including; recruitment, staff development, payroll, contractual requirements, quality and improvement and staff related policies. The College may be required to contact you directly by web text with pertinent information when this is considered necessary.

## **Academy Information Sharing**

As part of the Academy Programme, the North West Regional College will share personal information as part of the programme. Personal data that may be shared as part of the programme, including those listed above and:

- Timekeeping
- Attendance
- Academic performance including tests and formative and summative assessments either formal or as part of an external test/examinations or informal College class test.

Information about students will be shared with DfE and the relevant Academy Industry Sponsor.

Further information on how DfE shares your personal data can be found in the DfE Assured Skills Privacy Notice [DfE Assured Skills Academies Privacy Notice](#)

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Full details on Data Protection and your rights are available on our website.