



Privacy Notice - Finance

Introduction

North West Regional College is a “data controller” for the purposes of data protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your working relationship with us.

The College will process all personal data in compliance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 for the purpose of providing support for your educational needs so that you have equality of opportunity. Your personal information will be used for assessment and to draw up a learning plan. 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).

Lawful Basis for Processing

Article 6.1(b)

- processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; *e.g. contracts for a service for a third party, student relationship with the College, make payments to staff*

Article 6.1(c)

- processing is necessary for compliance with a legal obligation to which the controller is subject; *e.g. share information for law enforcement purposes*

Article 6.1 (d)

- processing is necessary in order to protect the **vital interests** of the data subject or of another natural person *e.g. we may need to disclose vital concerns with your parent or a medical provider*

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. On behalf of the Department for the Economy (DfE), our role is provide you with quality education. *e.g. The Further Education (Northern Ireland) Order 1997, Additional Support Funds Circular (FE 04/17)*

Categories of personal data

We may collect, store and use the following categories of personal information:

- Full name
- Address
- Contact numbers

- Email Address
- National Insurance Number
- Marital Status
- Bank account details, including Bank Name and Address, Sort code and Account Number •
Tax Code Records
- Salary, pension and payroll deduction information
- Enforcements of Judgement / Statutory Deductions
- Location of employment and workplace
- Identification documents (including copy passports)
- Employment records – job titles, work history, working hours
- Remuneration History
- Card Payment Details (name of cardholder, card number, expiry date)
- VAT Registration numbers
- Disability Registration Status
- Residency Status
- Qualifications
- Previous Funding Sources
- Evidence of personal income
- Dependent information (names of children, dates of birth, copy birth certificates)
- Information regarding relationship with parents
- Evidence of income of parent, spouse, partner
- Personal contact information of parent, spouse, partner
- Tax Credit Information
- Car Registrations
- Copies of insurance documentation

We may also collect, store and use the following **Special Category Data**:

- Trade Union Membership
- Medical Evidence (doctors letters, photographs, and medical notes).

Here is a list of the ways that we may use your personal information, and which of the reasons described above we rely on to do so.

What we use your personal information for	Our reasons (legal basis)
Workforce remuneration and payment of salaries & expenses / pensions administration	Fulfilling a contract Legal Obligation
Processing and payment of supplier invoices.	Fulfilling a contract
Processing and recovery of accounts and fees.	Fulfilling a contract
Processing Student Finance Funding Claims (e.g. Hardship Fund, Care to Learn)	Fulfilling a contract
Processing VAT Returns to HMRC.	Legal obligation

Participation in National Fraud Initiative	Legal obligation
Traineeship Travel Payments	Public Task

Processing Special Category Data

We will use special category data in the following ways:

What we use your personal special category data for	Our reasons (legal basis)
Processing tuition fee refunds and waivers.	Fulfilling a contract
Payment of trade union premiums	Fulfilling a contract

Who we share your information with and why

Payment processing providers

NWRC works with trusted third party payment processing providers in order to securely take and manage payments.

NWRC works with banks in order to make payments to staff and suppliers.

HM Revenue & Customs (HMRC)

In order to fulfil our legal obligations with HMRC (Payroll, VAT, Corporation Tax) we will share relevant information with HMRC.

Courts and Tribunals

In order to fulfil any legal obligation with a Court or Tribunal we will share relevant information where legitimately requested.

Trade Unions

In order to make payment of Trade Union Membership premiums (deducted through payroll) we will share the relevant personal information with the relevant Trade Union.

Payroll Deduction Bodies

In order to make payment of payroll deductions (for example: Give as You Earn, Cycle to Work Scheme, Childcare Deduction, Court Order) we will share your relevant personal information with the relevant body.

National Audit Office (National Fraud Initiative)

In order to fulfil our legal requirement to participate in the National Fraud Initiative we will share personal information with the National Audit Office. For further information on the sharing of personal data with the National Audit Office, please see the [National Fraud Initiative Privacy Notice](#).

For full details on Data Protection and your Rights, please visit our website www.nwrc.ac.uk/data-protection.