

Applicant Privacy Notice 2018-19

The New Collaborative Learning Trust 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.

DATA CONTROLLER AND COLLECTION

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. Student application data for each college under the trust is managed centrally at New College Pontefract.

WHY DO WE COLLECT AND USE STUDENT APPLICANT INFORMATION?

We use student applicant data to assess an applicant's suitability for a programme of study, 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 do not undertake any automated decision making. The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

CATEGORIES OF STUDENT APPLICANT INFORMATION

As part of your application to college we hold information to help us process your application and plan support. Information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Relevant medical information, special educational needs information
- Safeguarding information
- Assessment information (such as predicted and actual grades)

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.

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.

STORING STUDENT APPLICANT DATA (HOW LONG IS DATA HELD FOR)

We will hold your information for 2 years, in accordance data protection regulation and current best practice. If a student enrolls at an NCLT college, this 'Applicant Privacy Notice' is superseded by the 'Student Privacy Notice'.

WHO DO WE SHARE STUDENT INFORMATION WITH?

We routinely share student information with the local authority and the current school of the applicant. Where necessary we may need to share information with health related/safeguarding services. **Otherwise, 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.**

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 studentservices@nclt.ac.uk who will process the request in partnership with the New Collaborative Trust'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/>

DATA PROTECTION OFFICER

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 802139.