

# Privacy Notice

## **Document Summary**

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## Privacy Notice for Students

The City College is committed to protecting your privacy. This notice explains how we collect, use, and share your personal data. We are the data controller and are registered with the Information Commissioner's Office (ICO). Our registration number is Z2115272

### 1. The Information We Collect

We collect and process your personal information to manage your student experience and meet our legal obligations. This includes data you provide during your application, enrolment, and throughout your studies.

We may collect the following types of data:

- Contact Information: Your name, address, phone number, and email.
- Personal Details: Your date of birth, nationality, and emergency contacts.
- Academic Records: Your qualifications, attendance, grades, and a record of your work.
- Financial Information: Details related to your course fees and funding.
- Sensitive Data: We also collect "special category data" such as your ethnicity, gender, sexual orientation, disability status, or religion. This is used for statistical reporting and to provide you with appropriate support.

### 2. How and Why We Use Your Information

We use your data only where we have a legal basis to do so under the UK GDPR. These legal bases include:

- Contract: To deliver your education and manage our relationship with you as a student.
- Legal Obligation: To comply with the law, for example, providing data to government agencies and regulators like the Higher Education Statistics Agency (HESA) and the Office for Students (OfS).
- Legitimate Interests: For the college's business operations, such as alumni relations, security (CCTV), or to provide you with access to services like discounted travel.
- Vital Interests: To protect your or someone else's life in an emergency.
- Public Interest: For archiving or statistical purposes, particularly with sensitive data.

### 3. Sharing Your Information

We may share your information with external organisations where it is necessary and lawful to do so. This includes:

- Regulatory and Government Bodies: The Higher Education Statistics Agency (HESA), the Office for Students (OfS), the Quality Assurance Agency (QAA), the Department for Education (DfE), and the Home Office.
- Funding Bodies: The Student Loans Company and any other sponsors.
- Awarding and Professional Bodies: Pearson and other professional bodies for qualification verification and accreditation purposes.

- Third-Party Providers: Companies that provide services on our behalf, such as IT support and security. We also share data to facilitate access to external services, such as Transport for London, for discounted travel.
- Law Enforcement: As required by law, we may share information with police and other authorities for the prevention and detection of crime.

#### **4. Data Security and Principles**

We have a robust data security framework in place to protect your personal information from unauthorised access, loss, or destruction. We follow the seven key principles of the UK GDPR, which state that personal data must be:

- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Stored only for as long as necessary.
- Processed in a manner that ensures appropriate security.
- Protected from being transferred to countries without adequate data protection.

#### **5. Your Rights as a Data Subject**

Under the UK GDPR, you have several rights regarding your personal data. You have the right to:

- Access: Request a copy of the personal data we hold about you (Subject Access Request).
- Rectification: Have inaccurate data corrected.
- Erasure: Ask for your data to be deleted where there is no legitimate reason for us to keep it.
- Restriction: Limit how we process your data.
- Portability: Receive your data in a machine-readable format to transfer it to another organisation.
- Objection: Object to our processing of your data in certain circumstances.
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We will respond to all requests within one month, though this may be extended for complex cases.

#### **6. Lecture Recording**

Lectures and online teaching may be recorded for flexible learning and student access. We will always inform you when a session is being recorded. Your participation in a recorded session implies your consent for that recording to be used for educational purposes by the college. If you have concerns, you have the right to opt out of being recorded, and you should speak to your lecturer.

## **7. Data Retention**

We will only keep your personal information for as long as necessary to fulfil the purposes for which it was collected. For some records, we are legally required to keep them for a set period. We have a detailed data retention schedule which outlines these periods.

## **8. Changes to This Notice**

We may update this privacy notice from time to time to ensure it remains compliant with the law. We will notify you of any significant changes by posting a notice on our website.

## **9. Contact and Complaints**

If you have any questions or concerns about how we handle your personal data, please contact our Data Protection Officer (DPO):

- DPO: The Director of Student Records
- Email: [friaz@citycollege.ac.uk](mailto:friaz@citycollege.ac.uk)

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe we have not handled your data correctly.