



PRIVACY NOTICE

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

GENERAL

From time to time you will be asked to tell us personal information about yourself (e.g. name, address and email address etc.) in order to become a student, a client or employee, and to use College systems and services and so on. At the point of collecting the 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 with your prior consent.

Any sensitive personal data will never be supplied to anyone outside the College 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 this statement, current legislation and our [Data Protection Registration](#) (**Registration Number: Z6764170**).

What is personal information and what does data processing mean?

Personal information is any information that relates to you and can be used directly or indirectly to identify you.

Personal information and processing are defined as follows:

- Personal data means any information relating to an identified or identifiable natural person (data subject). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (GDPR article 4).
- Special categories of personal data means that information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).
- Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (GDPR article 4).

What data we collect

We may collect a range of information including, but not limited to, the following:

- Name, date of birth, school attended
- Contact information including phone, email and postal addresses
- Next of kin contact information and Parent/Guardian detail if applicable
- Educational information including qualifications, predicted grades, learning support needs
- Employment history and/or work experience
- Career history, profession, employer
- Diversity data (e.g. sex, age, ethnicity, disability)
- Financial information i.e. bank details
- Information about personal preferences and interests
- Company information e.g. financial, staff, organisational needs analysis
- Individual achievements, attendance, progress, results and performance on programme of study
- Website usage data

How we use this data

Collecting this data helps us provide you with a service that meets your needs.

Specifically, we may use data to:

- meet our legal and statutory duties and responsibilities
- process applications, enrolments and apprenticeship programmes and contracts
- add to our own internal records so that we can provide you with a high quality service
- contact you in response to a specific enquiry
- customise our services so they work better for you
- contact you about services, products, offers and other things provided by us which we think may be relevant to you

The college also processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief. This is done for the purposes of equal opportunities monitoring and in accordance with the Public Sector Equality Duty in accordance with the Equality Act.

At no time will we assume your permission to use information that you provide for anything other than the reasons stated here.

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

Automated decision-making and profiling

We do not make automatic decisions or undertake automated decisions regarding individuals to evaluate certain information about an individual (profiling).

ENROLMENT

This section explains how the College uses the personal data that you give us on the college application and enrolment form.

How the College uses your data

The information will be used for purposes relating to education, training, employment, general advice and guidance 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.

Sensitive personal information you provide (e.g. disability or ethnicity) may be used by the College for the purposes of equality of opportunity, support for your studies and to minimise risk. It may also be used anonymously for statistical purposes. The College will ask your permission before sharing sensitive information with other organisations, unless the sharing is permitted by law and necessary.

How government departments use your information

We pass most of the information to government agencies to meet funding arrangements and statutory data return requirements. The College is a Data Processor for the Education and Skills Funding Agency. This means that the College will submit personal data, and some of the sensitive information you provide, to the Education and Skills Funding Agency and the Department for Education (DfE) via a secure channel.

The information is used by government departments to meet statutory responsibilities, including 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 purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and well-being. This will only take place where the sharing is in compliance with the Data Protection Act 1998 and GDPR.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

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

Further information about the use of and access to your personal data, and details of organisations with whom the data is regularly shared are available at:

<https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>

Personal Learning Record (PLR)

The information you supply will be used by the Education Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record.

This will benefit you through enhancing the application processes to Awarding Organisations, learning providers, learning advisors and other third parties. The PLR will be shared with organisations linked to your education and training, including those organisations specified in regulations made under section 537A of the Education Act (refer to Annex A).

At no time will your personal information be passed to any organisations for marketing or sales purposes.

For more information about how your information is processed and shared, refer to the Extended Privacy Notice available on Gov.UK.

The legal basis for collecting the information

Most of the information on the enrolment form and Learning agreement is collected because it is necessary for your enrolment as a student or is required by law. You must provide it in order to enrol at the College.

The following information we would collect is based on your consent, and you may withdraw your consent without this affecting your status as a student:

- emergency contact details
- parent/carer contact details

PARENTS, CARERS AND GUARDIANS

Under the GDPR (General Data Protection Regulation), young people aged 16 and over can decide for themselves and give consent for the processing of their personal information. Parental consent is not required. There may be exceptions in regards of students with severe learning difficulties and those who are otherwise unable to decide for themselves.

The College has found that it is very beneficial to the young person's progress as a student if the College is able to engage with the parents (or guardian/carer). Therefore, it is very important that we have the parents' details recorded on our systems.

When a student is in Further Education or Training, parents/carers/guardians (or any other third party) are not automatically entitled to the student's information. We can only release information about our students if we have their consent for this recorded on the College system. 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 later on of who the College may discuss with about their College matters. Students may withdraw their consent in the same way in which they gave it.

In general, 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 consent.

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) in the Local Authorities (LAs) of Rochdale and across the Greater Manchester Combined Authority (GMCA)

The Education and Skills Act 2008 (the Act) places duties on LAs to promote the effective participation in education or training of all 16 and 17 year olds resident in their area, and to make arrangements to identify young people resident in their area who are not participating. It is part of the LA's duties to secure sufficient suitable education and training provision for all 16-19 year olds, and to encourage, enable and assist young people to participate in learning.

Under the Act, it is the College's duty 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. The Act provides the legal basis for sharing information between LAs and educational institutions.

The link to the relevant section is referenced here:

www.legislation.gov.uk/ukpga/2008/25/section/14

When you give us your information we will use your details to inform the LA about the learning that you are participating 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.

For more information on data held by the College about you for this purpose, please contact:

Information Governance Unit
Number One Riverside
Smith Street
Rochdale
OL16 1XU

EMPLOYERS

We hold the details you provide us with in order to deliver Study Programmes, Apprenticeships, Traineeships, Workforce Development programmes, and other services which meet your specific needs.

We only use these details to provide the service you have requested and for other closely related purposes. For example, we might use information about people who have enquired about a course/apprenticeship to carry out a survey to find out if they are happy with the level of service they have received; or we might use information about an employer offering a student work experience to contact them about a new Apprenticeship scheme or funding opportunities.

You are able to request that we stop contacting you at any time.

Information may be disclosed to appropriate staff members of Hopwood Hall College and to government agencies (to fulfil our statutory responsibilities) such as the Education Skills Funding Agency, Ofsted, the Department for Education, auditors, or to local partners e.g. Positive Steps.

If, as part of the entry requirements for your course, we need to take up a reference or obtain 'disclosure' from the Disclosure and Barring Service, we will inform you beforehand.

Any personal data we hold about you is processed in accordance with the Data Protection Act 1998 and GDPR.

COMMERCIAL

People who use our commercial services

If you are a customer of a commercial service of the College e.g. Riverside Salon, Sports Arena and Riverside Restaurant, the information you provide us with to enable us to deliver that service will only be held and used for that purpose or for other closely related purposes. For example, the College might use information about people who use the Hair Salons to send out offers about the Beauty Therapy Services.

You can withdraw your consent to being contacted or specify preferred method of contact by contacting the college service directly.

EMPLOYEES, CONSULTANTS AND VOLUNTEERS

The legal basis for collecting the information

There are several reasons why we hold, process and share individuals' personal data. Under data protection laws, the lawful reasons for processing personal data include;

- For the performance of a contract
- To comply with a legal obligation
- For a task carried out in the public interest.

Performance of a contract

We need to process data to enter into an employment contract or other contract of engagement with you and to meet our obligations under such contract. For example, we need to process your data to provide you with a contract, to pay you in accordance with your contract and to administer benefit, pension and insurance entitlements. Your personal data, where it is reasonable to do so, may also be shared with other professionals contracted by the college, such as legal and professional advisers or HR providers.

Other examples include:

- We operate and keep a record of absence and absence management procedures, to allow effective workforce management and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- We obtain occupational health advice, to ensure that we comply with duties in relation to individuals with disabilities, meet our obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled.
- We operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that we comply with contractual or legal duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency) and records of employee contractual and statutory rights.

- Ensure effective general HR and business administration.

Legitimate interests

We have a legitimate interest in processing personal data before, during and after the end of the employment or contractual relationship/engagement. Processing employee data allows us to:

- Run staff recruitment and workforce development processes
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes.
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled.
- Obtain occupational health advice, to ensure that we comply with duties in relation to individuals with disabilities, meet our obligations under health and safety law, and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with contractual or legal duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- Respond to legal claims or other investigatory processes.

What data we collect

The personal data we hold regarding you can include, but is not limited to, information such as:

- You name and address
- Email address and telephone number
- Date of birth
- Gender
- Marital status
- Emergency contacts
- Your nationality and entitlement to work in the UK
- Bank details
- National insurance number
- Your employment contract(s)
- Salary and benefits
- Pension details and insurance cover
- Your hours and days of work
- Details of periods of leave taken by you, such as holiday, sickness, maternity/paternity leave or other leave and the reasons
- Qualifications and skills
- Work experience and employment history
- Information about your criminal record
- Your disciplinary or grievance records
- Appraisals and related correspondence

- Details of medical or health conditions
- Disability status
- Records of any reasonable adjustments
- Equal opportunities monitoring information

Any staff member engaged by us wishing to see a copy of the information about them that we hold should contact the HR manager.

How we use this data

We process data relating to staff, or those otherwise engaged to work or support the college. The purpose of processing this data is to assist in the running of the college, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the college's quality improvement plan, mission, vision and values

How we obtain personal data

We may collect this information in a variety of ways. For example, data might be collected through application forms and CVs.

- Your passport or other identity documents, such as your driving licence
- From third parties such as the Disclosure and Barring Service (DBS) in carrying out safeguarding checks
- Forms completed by you at the start of or during your employment or engagement with the college
- Correspondence with you
- Interviews, meetings or other assessments

We will not share information about those employed or engaged at the college with third parties unless the law or our policies require us to. In circumstances where consent is the basis for processing, such as with references, we will not share your data with third parties unless we have your consent.

We may be required, by law, to pass certain information about staff or those engaged by us to specified external bodies, such as our local authority (LA) and the Department for Education (DFE), so that they are able to meet their statutory obligations.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff in order for them to perform their roles. This can include sharing personal data with the senior management team, governors and trustees, HR (including payroll), your line manager, managers and IT Services staff. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS. The college may also share your data with third parties in the context of a TUPE transfer.

We may share your data with third parties that process data on our behalf, for example, in connection with payroll, the provision of benefits such as your pension and the provision of occupational health services.

WEBSITES AND COOKIES

This section applies to anyone accessing College websites.

A cookie is a small file, typically of letters and numbers, downloaded on to your device (e.g. your PC) when you access the College website. Cookies allow the website to recognise your device and so distinguish between the different users that access the site.

Session cookies will remember your selections as you browse the site. These cookies are for the browsing session and not stored long term. No personal information is collected by these cookies.

Google Analytics cookies help us to make the website better for you by providing us with user statistics, for example, which pages are the most visited and how a user navigates the site. No personal information is collected by these cookies.

To find out more about cookies and what cookies might be stored on your device, visit www.aboutcookies.org or www.allaboutcookies.org

During the course of your study you may be asked to use third party websites or services or access linked content (e.g. YouTube) which may collect personal data about you. That site's own privacy notice will explain to you how they use your data.

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 designated data controller who is appointed to ensure compliance with the Act is the Director of Information Services and Systems. The data controllers appointed to deal with day-to-day matters are the Student College Services Manager, MIS and Exams Manager and Human Resources Manager.

How do we protect individuals' personal data?

We take the security of your personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure the college uses secure IT systems, secure filing cabinets, encrypted devices, uses passwords, virus protection has appropriate firewalls and we have a full suite of IT policies to ensure protection of systems and personnel.

Your data is safe with us



FURTHER INFORMATION

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

Administration@hopwood.ac.uk

Administration Services
FAO Data Protection Officer
Rochdale Road,
Middleton,
M24 6XH

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