



Hopwood Hall College
& University Centre

PRIVACY NOTICE

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

We are the data controller of personal information about you.

We are: Hopwood Hall College and University Centre
Our address is: Rochdale Road, Middleton, Manchester M24 6XH

If you have any questions about this policy, or the ways in which we use your personal information, please contact our Data Protection Officer at dpo@hopwood.ac.uk

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

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 mean 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

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 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.

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

We collect a range of information including;

- Name, date of birth, school attended
- Contact information including phone, email and postal addresses
- Next of kin contact information
- 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

As part of the delivery of our courses to you, our staff will collect (i.e. for marking purposes), the work that you create, and return to you a grade (recorded in our systems: VLE, OneFile, EBS), we will also use your details to calculate your predicted grades, these are shared with you periodically throughout the year.

In order to capture evidence of your learning and understanding, as well as in daily teaching and learning, we may photograph or record you in the process of demonstrating your skills and knowledge of a subject (e.g. video in Uniformed Public Services to record your team building work, photos in Hair & Beauty to demonstrate hairstyles etc.)

Some Tutors choose to use online and multimedia resources to enhance your teaching and learning, these may include the use of BKSB, ClickView, Kahoot, Google Drive, Multiply, Quizlet etc. You may be invited to create accounts within these learning tools and can obtain information and feedback regarding the progress you make.

We also document the support services you make use of at college, these include: the enrichment courses (incl sports teams) that you sign up for, gym membership, items borrowed from the iLearn Centre, Careers Interview notes, Student Support and Counselling appointments booked and notes, lost property claimed, hair and beauty appointments etc. In addition, when you use the IT systems we provide you with access to, we will process the data you input, including updating your details on

your ILP via ProMonitor. Our staff will record 1-1 tutorial discussion, progress reviews, observations regarding your behaviour and any personal matters that need to be shared with the teaching team and management as part of your pastoral care.

How we use your data

We comply with the **Data Protection Act 2018** 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 \(Registration Number: Z6764170\)](#).

Collecting this data helps us provide you with a service that meets your needs. Specifically, we use your data to:

- meet our legal and statutory duties and responsibilities
- process applications, enrolments, registers and apprenticeship contracts
- provide you with a photo student ID card
- process your exam entries and results
- consider whether special provision or assistance is required for exams and visits
- contact you in response to a specific enquiry
- use to report and monitor college performance
- customise our services so they work better for you
- contact you about services, products, events, offers and other things provided by us which we think may be relevant to you.

We will use your information for the purposes of teaching you and measuring your achievements as well as fulfilling our pastoral, safeguarding and Prevent obligations.

Our IT systems log details regarding your online activities including your browsing history, sent emails, printing activities (and updated when you purchase additional credit), assignments are time-stamped when submitted electronically via the VLE (Its Learning) and scanned using electronic plagiarism for checking assignments.

The college may use your mobile phone number to text you regarding lesson and trip reminders, staff absences and lesson changes, exam reminders, assignment due dates etc. You may be asked to show your student ID card to staff members to prove your enrolment at College for the purposes of safeguarding, campus security and behaviour monitoring.

The legal basis on which we collect and use your personal information.

Generally, the information is processed as part of our public interest task of providing education to you under the following legislation:

- The Education Act 1996
- The Education (Information About Individual Public) (England) Regulations 2013 Reg 4 & Reg 5
- The Equality Act 2010
- General Data Protection Regulation (GDPR) 2018, Article 6(e) Public Task and 6(c) Contract
- General Data Protection Regulation (GDPR) 2018, Article 9

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

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.

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).

International data transfers

We do not store or transfer your personal data outside Europe.

How long we keep your personal information

Student Record Data: Application, Enrolment Registration, Attendance, Exams, ILP, Markbook, Progress Reports	Enrolled Students: Current year +6 Applied, but not enrolled: Current year +1
IT user accounts	Deleted every October half term, after the student has left college
Library records	Deleted every October half term, after the student has left college
Course assignments (VLE) Course work inc. artwork, photographs, media files	The college has a permanent collection of student produced artwork and photographs displayed about campus

For more information on this please see the [Data Retention Policy](#).

How we share your personal information

We may share the personal information that you give us with the following organisations;

- Funding Agencies – ESFA, Office for Students, GMCA, Student Loan Company

- The Department for Education (DfE)
- Awarding Organisations– including AQA, OCR, Pearson, WJEC, City & Guilds, UAL, NCFE
- External Examiners and Verifiers
- Partner Institutions:
 - including Open University, University of Salford, Bolton University and Manchester Metropolitan University
- Ofsted
- Rochdale Borough Council – Skills, Employment and Business Support
- Rochdale Borough Council – Children’s Services
- AOC – Association of Colleges MIDES benchmarking service
- Other Colleges and Universities that students may attend after leaving us
- UCAS
- CAMHS
- Rochdale Safeguarding Children Board
- Parents / Carers
- Prevent
- GMP, NWAS (Police, Ambulance Services)
- Online learning databases/tools
- Travel companies & airlines for overseas trips
- QAA – HE Inspection
- HE – Ipsos Mori (NSS)

We may also share personal information on your direct request, with legal firms (Solicitors), and employers who may request confirmation of your attendance at College.

Purpose:

To ensure your education is paid for, to ensure obligations under the Education Act are met, that all under 19 students are in full time education or employment with training, to ensure you receive your certificates, to confirm your attendance and to fulfil our contract with partner institutions, to ensure your safety on campus, to meet our legal obligations to share Safeguarding and Prevent information, to assist your application to the Universities of your choice and provide suitable careers advice and guidance, to claim funding and process payments for your course, to process your Bursary payments, to track your progress at college and assist you with achieving your desired outcomes. To provide enrichment and work experience opportunities relevant to your study programme. We may display your work during college Open Evenings and events to promote the course you are studying to prospective students. To discuss your performance with parents and caregivers. To investigate complaints. For grading the College’s standards through the inspection process.

As part of our contract to deliver Higher Education, it is mandatory for us to send you data to Ipsos Mori, so that you can be invited to take part in the annual National Student Survey (NSS).

On occasions, we may have to allow IT contractors/software providers with a copy of our database and/or remote access into our systems to administer upgrades, fix bugs, undertake contract work. Appropriate Data Management statements have been built into our contracts to deal with such occurrences.

We utilise forms on this website to collect information from you regarding enquiries, event bookings and applications. When completing these forms, you will be asked if you would like to subscribe to

our marketing database. If you consent to this, we will send you emails from time to time about things such as events and new course opportunities. We may also use your information to tailor adverts on platforms such as Facebook, Instagram and through Google Display Network. We do this to ensure that you see the things that are most relevant to you.

If you subscribe to marketing and change your mind, you will be able to unsubscribe at any time by clicking the unsubscribe link on our emails or by contacting: administration@hopwood.ac.uk

We do not share your data with bodies outside of the European Economic Area.

How government departments use your information

We share 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. 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.

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>

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.

<https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice>

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. If you wish to withdraw your consent to processing please contact the DPO at dpo@hopwood.ac.uk

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

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner’s Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO’s website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to object to the processing of your personal data.
- the right, where your data is processed on the basis of consent or for the performance of a contract and is carried out by automated means, to ask us to provide you, or another Data Controller, -with a copy of your personal information in a structured, commonly-used, machine-readable format.
- the right to withdraw your consent to processing.

Please contact the Data Protection Officer using the contact details below to exercise any rights in relation to your personal data.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be published on the College website at <https://www.hopwood.ac.uk/about/reports-policies/>

Policy Name	PRIVACY NOTICE
Version Number	v1 – Draft
Policy Owner	Matthew Taylor – Executive Director
Release Date	25/04/2024 [TBC]
Policy valid for	2 years

FURTHER INFORMATION

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

dpo@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](#).