

South Thames Colleges Group - Privacy Notice

Introduction

South Thames Colleges Group (the Group) is required to collect personal data from its customers. South Thames Colleges Group includes Carshalton College, Kingston College, Merton College and South Thames College.

This privacy notice details how we collect your data, what we use it for and how to make changes to the way we are using it.

How we use your data

The data you provide us will only be used by the Group for purposes relating to your:

- education and training
- employment
- advice and well-being
- marketing and research

You will be asked to provide personal information about yourself in order to enquire, apply and/or enrol on one of our courses or access our services.

At the point of collecting this data we always 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 information will never be supplied to anyone outside the Group without first obtaining your consent, unless required or permitted by law.

The basis for collecting data and your rights?

Most of the data we collect from you is essential for your enrolment as a student in order to access funding, or is required by law. You must provide the data in order to enrol with us and we will make this clear at the time of enrolment.

Other data is collected on your consent, and you may withdraw this consent without this affecting your status as a student.

You have a variety of rights about the way we process your data:

- You can request a copy of the data we hold about you
- You may change or stop the way in which we communicate with you
- You may change or stop us processing data about you, if it is not required for the purpose you originally provided it for

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- If you are not satisfied with the way we have processed your data, then you can complain to the Information Commissioner's Office (ICO).

More information about your rights can be found on the ICO website here <https://ico.org.uk/>

Government and Funding Agencies

We are required to share your data with certain Government and funding agencies in order to meet our contractual and legal obligations, specifically the Education and Skills Funding Agency (ESFA) and the Office for Students (OFS).

The ESFA will share your data with the Department for Education (DfE) and the European Social Fund (ESF) Managing Authority.

Further information can be found here:

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

OFS <https://www.officeforstudents.org.uk/privacy/>

Local Authorities

Under the Education and Skills Act 2008, Local Authorities have a duty to track participation of all 16 to 17 year old residents in their area, and to make arrangements for those not in education or training. In some cases, the Local Authority commission a 3rd party to help fulfil their duties on their behalf.

The College is required to share your data with your Local Authority in order for them to fulfil these duties, if you fall into one or more of the following categories:

- 16 to 17 years of age
- a vulnerable adult in care of the Local Authority or previously in care of the Local Authority
- 18-24 years old with an Education Health Care Plan (EHCP).

How long do we keep your data?

We will keep your data for as long as is needed to complete the task for which it was collected. The specific retention periods for your personal data are included our part of GCPR policy and procedures.

How we keep your data safe?

The College takes data security very seriously and has a number of robust systems in place to keep your information secure.

These include a range of physical, technical and organisational security measures, such as access control, an encrypted network and secure storage.

The College has a number of internal policies which our staff and our partners are required to follow, with training and awareness-raising activities undertaken to promote compliance with data protection legislation.

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Data protection procedures are regularly reviewed and the College maintains an Information Asset Register of all key personal data, its business purpose, location and how it is secured.

Contact us

If you have any questions about this privacy statement or how we communicate with you, please contact:

South Thames Colleges Group

**Kingston Hall Road
Kingston Upon Thames
KT1 2AQ
Tel. 020 8918 7777**

You can also email us at:

Carshalton College - feedback@carshalton.ac.uk

Kingston College - feedback@kingston-college.ac.uk

South Thames College - feedback@south-thames.ac.uk

Merton College - feedback@merton.ac.uk

Data Protection Registration Number: **Z7473315**

Data Protection Officer(s):

Chris Wright Deputy CEO	Robin Greenaway Deputy CEO
Data Protection related to:	Data Protection related to:
Finance, HR and Estates	Curriculum & Quality, Data & Systems

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