



# Privacy Notice

## (How we use student information)

Activate Learning is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns the collection and use of student data.

Activate Learning Further Education Corporation is the controller of personal information, and is subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

We may collect, use and share your personal information in order to carry out our public task to provide education and training to you.

### What information we hold

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique learner number, contact details, previous address, employment status, ethnicity, household income where relevant, your eligibility for pupil premium whilst at school, criminal convictions, emergency contact/parent or carer details, photographs and other media);
- Characteristics (such as residency status, nationality, date of birth, and including special category data such as ethnicity, gender, religious beliefs, sexual orientation and sex life);
- Attendance information (such as sessions attended, number of absences and absence reasons, entry/exit barrier use);
- Educational records information (such as assessment grades, predicted grades, behavioural sanctions, targets set and achieved);
- Medical information (such as relevant medical or health conditions);
- Special educational needs information (such as special educational needs declarations, disability details, details of additional learning support requirements and whether you are in receipt of any additional support from the College);
- Prior educational records information (such as previous qualifications attained and grades);
- Bank Details (allowing us to collect payments and pay you any awards you are eligible to receive);
  - Comply with the law regarding data sharing;
- Browsing history and IT logs
  - Keep you safe;
  - Keep you informed about issues affecting and related to your studies;

- Assess and improve the quality and relevance of our services;
- Comply with our contractual obligations, including reporting on your destination after studying with us;
- Keep you informed of courses, services and promotions that may be relevant to you;
- Conduct research to improve our operations, curriculum offer and teaching practices;
- Keep in touch with you and form an alumni community after you leave college;
- Record and showcase the work of Activate Learning.

## **The lawful basis for using this information**

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of student information, we collect and use information under the following bases:

Article 6b - the fulfilment of contract

Article 6c – legal obligation

Article 6e – public task

Article 6f – legitimate interests

Article 9j – statistical purposes

## **Collecting student information**

The majority of student information you provide to us is necessary for us to fulfil our contract with you to provide educational services tailored to your needs and failure to supply such information may mean that we are unable to provide the support you require and are unable to enrol you onto one of our programmes. It is also collected to ensure that we are able to receive funding to provide education

The exception to this is where you undertake programmes funded through specific bodies that require a different retention period. This difference currently applies to adult (19+) funded students and those students funded through European Social Fund or National Lottery contracts, where we are required to retain the above documentation until 1/12/2030.

## **Who we share student information with**

We routinely share student information with:

- The college's local authority and the local authority in which you reside now and, if different, the local authority you lived in whilst at school;
- The Department of Education (DfE);
- The Education and Skills Funding Agency (ESFA);
- The Office for Students (OfS) for Higher Education provision;
- Your parent/carer/emergency contact, if you are aged under 18 at the start of the academic year of your enrolment, for your safety, wellbeing and to support your learning;
- Your employer if they are sponsoring you

