



## Apprentice Survey Privacy Notice

This Privacy Notice only covers personal data collected on the teaching and learning survey. MidKent College has an additional Privacy Notices that cover student data. These privacy notices can be found on the College website.

### **PURPOSE**

This section tells you the reasons why we are collecting data. It also tells you who we are collecting data about.

To help us understand the opinions of students, the College is conducting a survey. The College will use the survey responses to identify what is working well and to help improve the services offered.

To ensure that responses are from College apprentices and for the correct course, the College will use existing data to issue and confirm which apprentices have completed the survey. This information will only be accessible to the survey administrator. If students wish for their named responses to be shared with the Apprenticeship Team, they can opt to do so at the end of the survey. This is optional and if students do not give consent for their responses to be named then anonymous response will be shared with the Apprenticeship Team. Anonymised analysis will be published on a wider scale to enable to College to fulfil its Strategy.

The survey provided free text options for students to give written feedback. Student are asked to not provide personal information in these boxes. All comments will be reviewed by the survey administrator. If any comments indicate safeguarding or welfare issues College will use the information to follow up on the concern. This data will be processed in line with the College's Student Privacy Notice.

### **THE DATA**

This section tells you what data will be collected and what happens with it.

The College will process the following personal data:

- Name
- Apprenticeship Programme

Responses to the survey will consist of the following:

- Views from apprentice about advice and guidance received from the College.
- Views from the apprentice around Maths and English.
- Views from apprentice about their experience of attending the College as well as their progress

The College will process the following special categories of data:

- Safeguarding and welfare concerns but only if provided (Medical/Health)

## **RETENTION**

This section tells you how long your personal data will be kept for.

The College will store anonymised results until August 2028. Names survey responses will be kept until August 2022.

## **LEGAL BASIS OF PROCESSING**

This section tells you the reason we are using to make the processing of your personal data valid. This is known as a lawful basis.

The College's legal basis for collecting and processing personal data submitted from the survey under the General Data Protection Act 2016/679 (EU) (GDPR) is:

Article 6 (1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes. The College will issue the survey to students but there is no expectation that students have complete it. Student can give consent the end of the survey for their named responses to be shared with the Director of Employer Relations.

Article 6 (1)(e) processing is necessary for the performance of a task carried out in the public interest.

For the purposes of the above, the College's public tasks are the following the statutory functions:

- Ofsted Handbook – point 117 - Surveys of the views of learners, employers, parents/carers and staff carried out by the provider, funding bodies or other organisations provide evidence for the inspection and may indicate themes to explore further.
- Ofsted Handbook – point 274 - ... responses to the staff, learner, employer and parent/carer questionnaires. These will be particularly useful for judging the culture that leaders and managers have established
- Safeguarding powers in Section 175 of the Education Act 2002. The College is obliged to respond to safeguarding or welfare issues should any be identified.

## **DATA SHARING**

This section tells you who your personal data will be shared with and the reasons why.

The survey administrator will have access to all responses. Other College staff will only have access to the data necessary for the purposes of their role.

The anonymised analysis of survey responses will be downloaded and stored onto the College network/devices and will be made accessible to College employees.

In certain circumstances, we may share personal data with the following organisations to fulfil our obligations as a further education and skills provider:

- Ofsted
- the Department for Education
- the Education and Skills Funding Agency

## **YOUR RIGHTS**

This section tells you what rights you have over your personal data.

You have several rights with respect to your personal data and these remain all intact, in accordance with the conditions set out in law) during the current coronavirus pandemic. You have the right:

- to request information about how your personal data are processed
- to request a copy of personal data held about you
- to request that any inaccuracies in your personal data are rectified without delay
- to request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested), to request that the processing of your personal data is restricted
- to obtain and reuse your personal data for your own purposes across different services.
- to object to the processing of your personal data

Any requests regarding your rights should be submitted to the Data Protection Officer (contact details provided below).

### **STORAGE AND INTERNATIONAL TRANSFERS**

This section tells you where your personal data will be saved and in which countries.

Personal data processed by MidKent College under this Privacy Notice is stored in the following locations:

- Jisc Online surveys (formerly BOS),
- on College Campuses, on the College's IT infrastructure,
- and on Microsoft's servers.

The College will store all data within the European Union.

### **COMPLAINTS**

This section tells what you can do if you are unhappy about how your personal data has been processed.

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or 0303 123 1113, or [casework@ico.org.uk](mailto:casework@ico.org.uk).

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

### **IDENTITY AND CONTACT DETAILS OF DATA CONTROLLERS**

This section tells you who is responsible for managing your personal data covered by this privacy notice and their contact details.

MidKent College is the Data Controller for personal data.

If you have any questions about this notice or the ways in which MidKent College use your personal information, please contact the College's Data Protection Officer on:

Post: Data Protection Officer, MidKent College, Medway Campus, Medway Road, Gillingham, Kent,  
ME7 1FN

E-Mail

Telephone: 01634 383525

Version 1

Last Updated 29/09/2021

By GH