



Privacy Notice for Current Students

Privacy Notice for Students enrolled at the College

Notice about how we use your personal information

We are the data controller of the following identified personal information about you.

We are: MidKent College.

Our address is: Medway Campus, Medway Road, GILLINGHAM, Kent, ME7 1FN.

We have three campuses 1) Medway, 2) Maidstone and 3) UCM (Maidstone).

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer by;

Writing to our Data Protection Officer at Medway Campus, Medway Road, GILLINGHAM, Kent, ME7 1FN;

Email to Data.Protection@midkent.ac.uk or
Telephone on 01634 383525.

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

A number of College departments process your data:

Admissions, Enrolment and Administration

The information that we may process

As part of your admission and enrolment to the College we may collect your personal details including:

- name,
- address,
- date of birth,
- passport,
- national insurance number,
- family details,
- email address,
- details of your attendance,
- previous education establishments you have attended,
- exam/test results,
- employer information for example for apprenticeships and work placements,

- health information,
- behaviour record including disciplinary information and
- learning support needs.

We may also collect other information including

- your IP address,
- MAC address,
- CCTV and photographic images if you enter any of our campus premises,
- financial details in the form of bank and payment details or income.

We may also collect the following special category or sensitive information including:

- your religion,
- ethnicity,
- any offences or alleged offences,
- sex-related information and genetic data.

The uses made of your personal information

We will use your information to manage and administer your education. This will include:

- putting together class lists,
- for sending event invitations,
- for communicating with you,
- for dealing with admissions,
- To help us assist you with financial matters,
- for putting together reports and registers,
- to check entrance exam results,
- to allocate you to the correct classes for assessments,
- to make arrangements for exams or visits,
- to consider whether to offer places to students,
- to consider whether special provision or assistance is required for exams and visits and
- to be able to tell other educational establishments your attendance dates if you leave us.

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.

We need to comply with the law.

We need to protect your interests or the interests of others.

Very occasionally we may ask for your permission to collect and use some information and this is known as consent. We will make it clear when we ask you for consent and explain how you can withdraw your consent at any time. It is up to you to decide if you wish to give us consent but we will explain to you what might happen if you don't. We will only ask for the information and consent where we consider that it will assist us to help you achieve the best result you can from your course or look after your health or safety whilst you are a student of the College and it is not covered by one of the legal basis listed above.

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.

How long we keep your personal information.

We will only hold your personal information for as long as necessary. To work out how long we need to keep your information for we use our MKC Guide to Information which is available to you on our website.

How we share your personal information.

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf or where we have a legal duty to do so. However, we will only share information with organisations who will also comply with appropriate data protection laws:

- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- financial organisations
- debt collection and tracing agencies
- private investigators
- good and service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- trade unions
- credit reference agencies
- professional bodies
- survey and research organisations
- police forces including non-home office police forces
- housing associations and landlords
- voluntary and charitable organisations
- religious organisations
- students including their relatives, guardians, carers or representatives
- partner agencies, approved organisations and individuals working with the police,
- healthcare professionals
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority
- the disclosure and barring service

How we transfer your personal information outside Europe.

Normally, we do not store or transfer your personal data outside Europe. On the few occasions where this may happen you will be informed and advised of the appropriate safeguards that are in place.

Finance

The information that we may process

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, bank details, pre-pay card information to use in the refectories.

The uses made of your personal information

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you.

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.

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.

How long we keep your personal information.

We will only hold your personal information for as long as necessary. To work out how long we need to keep your information for we use our MKC Guide to Information which will be available to you on our website.

How we share your personal information.

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf. However, we will only share information with organisations who will also comply with appropriate data protection laws.

- family, associates or representatives of the person whose personal data we are processing
- healthcare, social and welfare organisations
- financial organisations
- debt collection and tracing agencies
- private investigators
- good and service providers
- local and central government
- ombudsman and regulatory authorities
- professional advisers and consultants
- courts and tribunals
- credit reference agencies
- professional bodies
- police forces including non-home office police forces
- housing associations and landlords
- voluntary and charitable organisations
- students including their relatives, guardians, carers or representatives
- partner agencies, approved organisations and individuals working with the police,
- healthcare professionals
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors

How we transfer your personal information outside Europe.

We do not store or transfer this type of personal data outside Europe.

Teaching

The information that we may process

As part of the delivery of our courses to you, our staff will collect

- the work that you create e.g. for marking purposes,
- causes for concern e.g. bad behaviour, health issues and issue around keeping you safe.
- causes for celebration e.g. good behaviour, quality of work
- Photographic images or video e.g. portfolio evidence

In addition, when you use the IT systems we provide you with access to, we will process the data you input.

The uses made of your personal information

We will use your information for the purposes of teaching you and measuring your achievements.

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.

Very occasionally we may ask for your permission to collect and use some information and this is known as consent. We will make it clear when we ask you for consent and explain how you can withdraw your consent at any time. It is up to you to decide if you wish to give us consent but we will explain to you what might happen if you don't. We will only ask for the information and consent where we consider that it will assist us to help you achieve the best result you can from your course or look after your health or safety whilst you are a student of the College and it is not covered by one of the legal listed above.

How long we keep your personal information.

We will only hold your personal information for as long as necessary. To work out how long we need to keep your information for we use our MKC Guide to Information which will be available to you on our website.

How we share your personal information.

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf. However, we will only share information with organisations who will also comply with appropriate data protection laws.

- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies

- good and service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- professional bodies
- survey and research organisations
- police forces including non-home office police forces
- voluntary and charitable organisations
- religious organisations
- students including their relatives, guardians, carers or representatives
- partner agencies, approved organisations and individuals working with the police,
- healthcare professionals
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- the disclosure and barring service

How we transfer your personal information outside Europe.

Normally, we do not store or transfer your personal data outside Europe. On the few occasions where this may happen you will be informed and advised of the appropriate safeguards that are in place. An example of this would be if you are on a college organised trip to a country outside of Europe.

Marketing

The information that we may process

For marketing purposes we may collect your personal details including: name, address and telephone number, date of birth, course information and email address.

The uses made of your personal information

Keep you informed of developments at the college or in the wider community that may be of interest to you. E.g. new courses, work opportunities and events.

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

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent. We will make it clear when we ask you for consent and explain how you can withdraw your consent at any time. It is up to you to decide if you wish to give us consent but we will explain to you what might happen if you don't. We will only ask for the information and consent where we consider that it will assist us to help you keep informed.

How long we keep your personal information.

We will only hold your personal information for as long as necessary. To work out how long we need to keep your information for we use our MKC Guide to Information which will be available to you on our website.

How we share your personal information.

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf. However, we will only share information with organisations who will also comply with appropriate data protection laws.

- professional advisers and consultants
- service providers
- survey and research organisations

How we transfer your personal information outside Europe.

Normally, we do not store or transfer your personal data outside Europe. On the few occasions where this may happen you will be informed and advised of the appropriate safeguards that are in place.

Use of IT systems

We keep an eye on how you use the College's equipment, including our computers, network and Wi-Fi. This includes what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

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 ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

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 available on our website in the Privacy section and a change notification will be sent to your college email account. (CollegeID@midkent.ac.uk)

February 2019