



Myerscough College and University Centre Enquirer, Applicant and Student Privacy Notice

Introduction

We would be unable to exercise our responsibilities and fulfil our education and support obligations to you without collecting, storing and using your personal data. This Privacy Notice explains what personal data we collect, how we use it, who we share it with and also provides guidance on your individual rights under the General Data Protection Regulation (GDPR).

This Privacy Notice applies to information we collect about:

- Visitors to our website
- People who use or may use our services:
 - Individuals who request information from us
 - Individuals who study a course with us
 - Employers who purchase training from us
 - Employers who take a student on work experience or a placement
 - Employers who employ an Apprentice

If you are asked to provide information to us, it will only be used in the ways stated in this Privacy Notice. We take our GDPR obligations very seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner.

Data Controller

Myerscough College and University Centre is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). We are registered with the Information Commissioner's Office (ICO) and our registration number is Z8917574.

Data Processor

Myerscough College is a Data Processor for personal data we are obliged to process on behalf of Data Controllers such as the Education & Skills Funding Agency (ESFA), the Office for Students, managing agents for apprenticeships/services and others.

Where Myerscough College is a Data Processor on behalf of another organisation, it is the other organisation as Data Controller who dictates the basis for processing data and the purposes for which the data is used.

What Personal Data we collect

Initial Enquiry

- Name
- Contact Details (telephone number, email, address)
- Subject / Area of Interest

Course Application and Enrolment

- Name
- Contact Details (telephone number, email, address)
- Date of Birth
- Gender
- National Insurance Number
- Ethnicity
- Nationality and Country of Residence
- EU Resident Status
- Educational History and Qualifications
- Learning Difficulty/Disability Declaration
- Criminal Conviction Declaration
- Local Authority Care Declaration
- Household Situation Declaration
- Next of Kin Name and Contact Details
- Employment History
- Method of Travel to College
- Medical History
- Vehicle Registration Number (where appropriate)
- Copies of passports, visas and any other documents required to ensure compliance with Home Office requirements for Tier 4 international students

During the Course of your Studies

- Photographs, and video recordings for the purpose of student assessment and examination
- Financial information collected for the purposes of administering fees and charges, loans, grants, scholarships and hardship funds
- Information about your engagement with and use of our services, such as the Library and Careers Service
- Information gathered for the purposes of equal opportunities monitoring

As part of our commitment to your safeguarding, health and wellbeing whilst studying at Myerscough College and University Centre, you will be asked to provide information on your medical history as well as any medications currently being taken.

Residential Students

Students wishing to apply to stay in Halls of Residence will be required to provide the following additional information:

- Financial Guarantor Name and Contact Details
- Bank Details
- Biometric Information for Catering Plans
- Vehicle Registration Number – evidence of V5, Driving Licence, Insurance and MOT must also be provided, however copies will not be stored

Categories of Personal Data

Myerscough College and University Centre recognises the significance of sensitive personal data and will only process such data if certain conditions are met. These conditions are outlined in guidance from the UK Information Commissioner's Office.

Why we collect and use your Personal Data

The largest volume of data that we process is in relation to students, this being for the purposes of:

- Recruitment and Admissions (course enquiries, application and enrolment)
- Academic Matters including: the provision of teaching, learning and assessment (registration with awarding bodies, assessment and examinations, attendance monitoring, managing progress, academic misconduct investigations, certification and graduation)
- Maintaining student records
- To fulfil our statutory reporting requirements
- Assessing eligibility for scholarships and bursaries
- Providing student and learning support services
- Safeguarding and promoting welfare of students
- Ensuring the health and safety of students
- Providing appropriate work placements
- Monitoring equal opportunities
- Managing car parking on campus
- Administering finance (fees, scholarships and bursaries)
- Carrying out audits to ensure our compliance with legal and regulatory obligations
- Preventing and detecting crime
- Dealing with complaints, appeals and disciplinary issues
- To monitor and evaluate the student experience

Where personal data is shared with us about an individual, we will seek assurance from that third party that they have a legal basis for providing us with this and that their systems and processes are in compliance with GDPR.

Our Legal Basis for processing your Personal Data

In general terms, we process your personal data for the administration of your position as a student of Myerscough College and University Centre. More specifically, the legal basis for the processing of the data that you provide to us is:

Consent

- For the management of course and other enquiries and for the communication of information about our services, events and activities.

Contract

- To fulfil our commitment to our students in relation to teaching, learning and assessment.
- The processing and recovery of fees, including course and accommodation fees.

Legal Obligation

- To fulfil our obligations with UK Visas and Immigration Agency as Tier 4 sponsors.
- Reporting of safeguarding concerns or to facilitate the prevention or detection of crime.

Vital Interests

- To make contact with student's next of kin in the event of a medical emergency and for the purposes of ensuring the safety and wellbeing of our students.

Public Interest

- Administration of complaints, appeals, investigations and disciplinary proceedings concerning student misconduct, necessary for a task in the public interest – namely the provision of Further and Higher Education, to maintain the integrity of our assessment process, academic standards, our reputation and the welfare of our staff and students.

Legitimate Interest

- Monitoring of student attendance for the purpose of ensuring our students achieve academic success through full engagement with their studies.
- Monitoring of the use of IT services in accordance with our Acceptable Use Policies and Procedures
- Administration of financial aid such as bursaries and scholarships, for the for the legitimate purpose of providing financial support for students
- Assessment and provision of learning and other support services for the legitimate purpose of providing appropriate support to students, based upon their individual needs
- Use of CCTV systems in accordance with the ICO Code of Practice for the legitimate purpose of providing a safe environment, facilitating the prevention and detection of crime and to assist with investigations into potential breaches of policies and procedures.

Myerscough College and University Centre will not use the information that you provide to make automated decisions about you.

Information Sharing and Disclosure

Myerscough College and University Centre will not sell or rent your personal information.

Your information may, by necessity, be disclosed to relevant staff for the purposes of teaching, learning and assessment and for the provision of learning support and exam access arrangements where this need has been assessed.

Third parties with whom we may share your information include:

- Education Skills Funding Agency (ESFA)
- Office for Students
- UCLan
- Young Peoples Services (Local Authority)
- RCU - Mides
- Higher Education Statistics Agency
- Student Loans Company and Student Finance
- Employers providing work experience/placement opportunities
- Organisations operating anti-plagiarism software on our behalf (Turnitin). For further details, see [Turnitin](#)
- Lancashire County Council Library and Information Service
- The Police and other regulatory bodies when required as part of a criminal investigation
- External Examiners
- UK Visas and Immigration Agency
- Zurich Insurance Group
- J2Profit
- Learner Record Services
- Schools
- Professional Bodies

Myerscough College and University Centre seeks the written assurance as to GDPR compliance of all third parties with whom information is shared and will not share information where this is not received. Further details on third parties with whom we share personal data can be found in our Register of Third Parties.

Visitors to our Website

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see how many people use our website and what pages they are likely to visit. All cookies used by our website are used in accordance with the current Privacy and Electronic Communications Regulations 2011.

Cookies do not provide us with access to your computer/device or any information about you, other than that which you choose to share with us. You can use your web browser's cookie settings to determine how our website uses cookies. If you would prefer that our website does not store cookies on your device, you should set your web browser to refuse cookies. Please be aware however that doing so may affect how our website functions and some features may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

People who request information from us

If you request information from us by letter, telephone, email, via our website or face to face, we will make a record of that enquiry and will use the information you give us to provide you with an appropriate response. We will only use your information for this purpose unless you specifically consent to us contacting you in the future in relation to services we provide. Where such consent is given, you are able to request that we stop contacting you at any time.

How long we keep your Personal Data

We keep information about you only for as long as needed to provide you with academic, support or commercial services and to meet our legal obligations. Where an enquiry or application is made but is not followed up by enrolment to a course with the College, your personal data will be deleted from our systems before the end of the academic year to which your enquiry or application related.

Your Rights

Under GDPR, you have the rights as an individual to:

- Find out what personal data we hold about you and obtain a copy of this data, free of charge, within one month of you making the request
- Ask to correct inaccurate or incomplete data

If you think we are acting unfairly or unlawfully, you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner's Office

Under certain circumstances, you also have the right to ask us to:

- Restrict the use of your data (if you have raised issues about the accuracy or use of your data until we have investigated and responded to your concerns)
- Erase your information (the right to be forgotten)
- Comply with your wishes, where you have previously agreed to us processing your data, and have withdrawn consent to further processing
- Provide you with a portable electronic copy of the data you have provided to us.

Should you wish to see what personal data we hold about you, you should make a Subject Access Request to the Data Protection Officer by emailing dpo@myerscough.ac.uk, or in writing to:

Data Protection Officer
Myerscough College
St Michaels Road
Bilsborrow
Preston
PR3 0RY

Further information on your rights can be found at <https://ico.org.uk/>

Changes to this Privacy Notice

We will regularly review our Privacy Notice and reserve the right to amend it from time to time, as required by law. Any changes will be immediately published on our website.

