



*1Wirral Met Logo*

# Privacy Policy

Document status	
Document owner	Assistant Principal MIS
Document author	Assistant Principal MIS
Document type	Policy
Date of document	January 2024
Version number	07
Review requirements	Annual
Date of next review	January 2025
Approval body	Senior Leadership Team
Publication	Staff Intranet/ website
Code	PO81

Wirral Met College is committed to protecting your personal information and being clear about what information we collect from you and how we use it. This privacy statement outlines how we process personal information in accordance with the General Data Protection Regulation.

### **1. Notice about how we use your personal information**

We are the data controller of personal information about you.

We are: Wirral Metropolitan College.

Our address is: Conway Park Campus, Europa Boulevard, Birkenhead CH41 4NT.

Our Data Protection Officer is Paul Groome – Assistant Principal, MIS.

If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Conway Park Campus, Europa Boulevard, Birkenhead CH41 4NT.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) 2018 and the Data Protection Act 1998.

### **2. The information that you give us**

As part of your admission to the College we may collect your personal details as set out on your enrolment form and any additional form(s) that you provide either at enrolment or during the induction process.

During your studies, you may also provide additional personal details for the performance of your course, for example, reasons for absence/lateness. The College may also generate information with your assistance for the purposes of your student record, for example your results on assignments.

### **3. The uses made of your personal information**

Your studies may have been in full or in part funded by government funding and/or College reserves. Such provision being for the purposes of improving the local community and economy. We will use your information to manage and administer your education in line with accepted quality standards and in line with government policies. This will include actions during your education at the College (for example to register you for examinations and mark and administer work to obtain those qualifications) and a review of the impact of your education to your future progression into employment or higher/other levels of study. As a result, the College may need to contact you from time to time to determine the impact of your studies and any future education you may require.

The College may also consider wider implications of provision offered such as its impact upon sectors of society with protected characteristics such as race, gender or ethnicity. Where the College uses your data in such context it will be for the purpose of determining the College’s effectiveness of delivery to those categories of learners.

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

Your studies may have been in full or in part funded by government funding and/or College reserves for the purposes of improving the local community and economy. As such, your information is collected and processed for the purposes of:

- 1) Fulfilment of the College's contractual relationship with you regarding your studies.

This will include:

- a. Obtaining funding for your studies from other bodies and required the provision of such information as reasonably requested to obtain that funding.
- b. Payment of any fees or other balances by you or the payment of bursaries to you which may require the collection of banking details.
- c. Enabling the college to monitor your progress in your studies and meet your individual needs.

As such, the primary reason for collecting your personal data is contractual.

- 2) As noted, the purpose of your education with the College is to improve the local community and economy. The College may collect your information as part of its legitimate interest to achieve that aim, for example to determine the impact of your studies on employment prospects. It may be required to review the impact of your studies to fulfil the College's expectations with respect to reviewing the quality of its delivery. It may therefore be necessary to contact you from time to time following your studies to determine your career progression and/or other education that may be beneficial to your career/life prospects.
- 3) Where the information collected is special category personal information such as information relating to nationality, health, disability etc, the reason for collecting such information is either:
  - a. To fulfil the contractual requirement with funding bodies that have provided in full or in part contributions towards the cost of your studies. Such collection therefore being a contractual requirement;
  - b. To further the College's legitimate interest to consider the impact of its provision on such category of students and to effectively monitor the quality of its provision to those students.
  - c. To enable the College to meet requirements of Government guidance or legislation (for example to enable the College to make reasonable adjustments under the Equality Act 2010).
- 4) As part of your studies with the College you are required to abide by the College's student disciplinary policy. This includes behaviour that may be subject to CCTV recording and accessing the College's ICT network and library functions. You acknowledge that these policies and activities form part of the delivery of studies to you and the contract of enrolment with the College. The College therefore maintains such information on ICT use and CCTV images as part of its contractual delivery between you and the College as well as in the College's legitimate interest to conduct its operations within a safe environment.

## **5. How long we keep your personal information.**

Records' Management facilitates the efficient running of an organisation.

The College's records are important sources of administrative, evidential and historical information. It helps to ensure that the College conducts itself in an orderly, efficient, equitable and accountable manner, it protects the interests of the College its employees, students and stakeholders and can provide continuity in the event of a disaster.

Please refer to Data Retention Policy (available at <http://www.wmc.ac.uk/the-college/college-leadership/college-policies-documents> )

## **6. How we share your personal and sensitive personal information.**

We may share the personal information that you give us with the following organisations (or types of organisation), or individuals for the following purposes.

- *Organisation / type of organisation: The Department for Education*

The Department for Education or other such government body as configured by the governing body of the day (DFE). This may include a requirement to provide such information as instructed by the DFE to devolved bodies such as the Combined Authority for Merseyside or any designated European funding agency. Such organisation may also designate, or it may be deemed appropriate, that your data is provided to their auditors or the College's auditors.

Purpose:

This information is provided to obtain the necessary funding for your studies by complying with the contractual requirements of such funding bodies. Such funding bodies will/may require such information for the purposes of providing this funding and may sanction any checks, in addition to the College's own audit checks regarding the accuracy and probity of such funding used.

- *Organisation / type of organisation: Awarding bodies*

Awarding bodies and other such organisations as necessary for registering you with and obtaining your qualifications.

Purpose:

The purpose of your education with the College is most likely to obtain qualifications to further your career/life prospects. This will require the provision of your information to such bodies to register you and obtain such qualifications.

- *Organisation / type of organisation: Quality improvement/monitoring organisations*

Quality improvement/monitoring organisations such as Ofsted and added value reviewers.

Purpose:

The funding for your education is subject to quality review to ensure that government funding is used effectively and to preserve standards within the education sector. This may require the provision of your data regarding educational outcomes and impact of studies to such bodies, for example a comparison of your qualification on entry

- *Organisation / type of organisation: Legal bodies*

Legal bodies for the purposes of your protection.

Purpose:

As a student of the College you may be subject to the College's legal obligations regarding safeguarding. This may require the provision of your personal information to designated bodies for the purposes of your protection, or in accordance with law enforcement where we are legally obliged to do so.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation / service:

ESFA / Education and Skills Funding Agency / DFE Agency  
RSM Risk Assurance Services / Audit / Internal Audit  
RCU Ltd / Research in Further Education / Market Intelligence  
MIAP / Learner registration Service / Student Information  
ALPS / Educational Support / Analytical reports  
Career Connect / Career advice / Student Support  
Shaping Futures / Progression Advice / Student Support  
OFS / Office for Students / Higher Education  
UCAS / University Admissions / HE Admissions services  
Unifrog / Career Advice / Student Support  
SLC / Student Loans Company / Student Finance – If you have applied for an Advanced Learner loan or HE tuition fees/maintenance loans or in receipt of EMA (Wales) in order to administer the payment of your fees to facilitate the continuation of your study it may be necessary for us to share information regarding your programme of study  
Debt Collection agencies

- *Organisation / type of organisation: Local Authorities*

Local authorities such as Wirral Council, where we are legally or contractually obliged to do so.

Purpose:

We may be required to share your personal information with the Local Authority of your home address, if you are aged 18 or younger at the start of the academic year, in accordance with Government monitoring requirements. If you have Special Educational Needs or a Disability and are aged 18 or younger at the start of the academic year, or aged 24 or younger if you have an Education Health and Care Plan, we may also be required to

share your sensitive personal information with the relevant Local Authority in accordance with the legal requirements of the Special Educational Needs and Disability Code of Practice.

### **7. How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

### **8. Will we monitor your use of the College's computers?**

The College may review your use of the internet and the college network. 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.

### **9. 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 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.

### **10. 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 notified to you by email.

### **11. Linked Policies (available at**

<http://www.wmc.ac.uk/the-college/college-leadership/college-policies-documents> )

[Data Protection Policy](#)

[Document Retention Policy](#)

[Freedom of Information Policy](#)

[Terms and conditions of our website use](#)

[Cookie Policy](#)