



## **Student Privacy Notice**

### **For enquirers, prospective students, current students and alumni**

#### **1. Introduction**

- 1.1 This Privacy Notice explains how we will collect and use your personal data. Writtle University College (“WUC”) is the data controller for personal data that we process about you. Our address is Writtle University College, Lordship Road, Writtle, Chelmsford CM1 3RR.
- 1.2 This privacy notice has been prepared in accordance, and complies, with the General Data Protection Regulation(EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.
- 1.3 Throughout this Notice, “WUC”, “University College”, “we”, “our” and “us” refers to Writtle University College. “You” and “your” refers to those expressing an interest in becoming a student at WUC (both prior to and at application stage), together with those who later become a registered student at the University College.
- 1.4 For any queries, please contact the Data Protection Officer, contact details to be found at the end of this Notice.

#### **2. Where does the University College get your personal data from?**

- 2.1 We obtain personal data about you from the following sources:
  - From the information you provide to us when you interact with us before joining, for example when you express your interest in studying at WUC or request a prospectus;
  - From you when you provide your contact details for open day activities;
  - When you apply to study or register as a student with us, either via the Universities and Colleges Admissions Services (UCAS) or directly via an application form;
  - From third party sources (e.g. UCAS, other institutions involved in joint programmes with us or the Student Loans Company). When we obtain personal data about you from third party sources, we will ensure that the third party has lawful authority to provide us with your personal data.

#### **3. What information do we collect about you?**

- 3.1 During the course of your involvement with the University College, we will collect and hold your personal data (potentially including sensitive personal data). The data we process includes, but is not limited to:
  - Your contact and personal details such as address, email address and telephone number, your date of birth, national insurance number or passport number, religion, ethnicity, health information, behaviour record, special needs details. We will also allocate you a unique student number;

- Information about your education and employment history, the school or college you attended, courses you have completed, dates of study, predicted grades and examination results.
- Details of courses, enrolments, timetables and room bookings, marks and examinations;
- Financial information collected for the purposes of administering fees and charges, loans, grants, studentships and hardship funds;
- Photographs, and video recordings for the purpose of recording lectures, student assessment and examination, and examination monitoring;
- Information about your engagement with and use of University services, such as the Library and Careers service;
- Information used to contact you or your next of kin in case of an emergency;
- Information related to the prevention and detection of crime and the safety and security of WUC staff and students, including, but not limited to, CCTV recording and data relating to breaches of University regulations;
- Information gathered for the purposes of equal opportunities monitoring;
- Information relating to the provision of advice, support and welfare, such as data relating to your use of the services offered by the Student Support Service; and
- Copies of passports, visas and any other documents required to ensure compliance with Home Office requirements for international students.

#### **4. How will we use information about you?**

4.1 The University College processes student personal data for the administration of your position as a student with us, in particular:

- Undertake and administer teaching, putting together class lists, timetables, examinations and research, including use of Turnitin or other anti-plagiarism services;
- Administer and facilitate your use of University services (e.g. accommodation, library, IT, Careers);
- Monitor and evaluate the student experience
- Monitor the effectiveness and efficiency of University College programmes both internally and as against other institutions
- Fulfil statutory reporting requirements
- Ensure the health, safety and well-being of students
- Enable you to access University College premises and resources, by means of your student card
- Monitor compliance with University College regulations and investigate any indications of breaches
- Monitor compliance with the terms of any visa issued under the sponsorship of the University College
- Notify you of services and events related to your studies (in accordance with your rights under the Privacy and Electronic Communications Regulations)
- Respond to requests for information (Subject Access Requests)
- Use your photograph to produce a student card to identify you and in WUC marketing materials such as in prospectuses or on the website

#### **5. Who has access to your data?**

5.1 Staff access to your personal data stored by the University College will be restricted to those staff whose roles require use of such data.

## 6. Who might we share your data with?

6.1 The University College may disclose certain personal data to external bodies as categorised below. Please note this is not an exhaustive list.

Disclosure to	Details
Higher Education Statistics Agency (HESA), Education and Skills Funding Agency (ESFA), funding councils and other government bodies and departments	Data will be passed to HE and FE funding councils, government bodies such as Ofsted and HESA as required. You are advised to refer to the <a href="#">collection notices on the HESA website</a> and the <a href="#">ESFA collection notice</a> for further details.
Educational loan providers (including Student Loans Company)	For the purposes of confirming identity, attendance and enrolment in order to facilitate and enable the provision of financial support to you as appropriate.
Professional bodies	For the purposes of confirming your qualifications and the accreditation of your course or in respect of any fitness to practice concerns or procedures.
Other educational institutions involved in the delivery of a student's course or programme	If you are studying at another educational institution but WUC is validating your course, data may be shared between us in connection with the administration of your course and studies and to monitor your study.
Potential employers or providers of education whom you have approached	For the purposes of confirming your qualifications.
Current employers	For students on apprenticeships or students who are sponsored by an employer.
Local Authorities	For the purpose of enrolment on the electoral register and assessment and collection of Council Tax.
Police and UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security	As necessary, and with appropriate consideration of your rights and freedoms. Departments may include the Department of Work & Pensions, the Police, the Foreign & Commonwealth Office
Home Office, UK Visas and Immigration	In order to fulfil the University's obligations as a visa sponsor.
WUC Student Union	To allow the Student Union to verify student data for a variety of purposes, including voting in Union affairs.
External agents or solicitors	In relation to repayment of student debts

Data processors (e.g. Uniquest)	In order for them to process data on behalf of WUC for any of the purposes for which WUC is permitted to process the data, including the provision of academic and other services by WUC. Uniquest act on our behalf to manage enquiries, applications and bookings. Uniquest's privacy statement can be found at <a href="http://www.uni-quest.co.uk/privacy-policy/">www.uni-quest.co.uk/privacy-policy/</a>
Banks and other payment agencies, family or sponsors	To enable them to pay your student debt
External examiners	For the purposes of assessment
Close family or emergency services	In an emergency situation e.g. illness, serious injury or bereavement
Awarding Bodies or End Point Assessment Organisations	To enable certificates or qualifications to be granted

## 7. Legal Basis for processing data

- 7.1 In the main, we process your data where it is necessary for the performance of a task carried out in the public interest (for example collecting and disclosing information in order to meet regulatory or statutory requirements. Some processing activities may also be carried out under a legal obligation or where it is necessary to protect the vital interests of the student.

## 8. How long we keep your personal information

- 8.1 We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the University College's Records Retention Policy and Schedule. Data will be securely destroyed when no longer required. Note that some information about your studies at WUC will be held indefinitely.

## 9. Access to your information and correction

- 9.1 Students may request a copy of the personal data held about them by Writtle. If you wish to make such a request, contact the Data Protection Officer – see section 10 for details.
- 9.2 If you wish to correct any information held by the University College about you, contact the relevant department in the first instance. If you have any further concerns about the accuracy of your personal data as held by the University College, or any other concern about the processing of your personal data contact the Data Protection Officer - see section 10 for details.

## 10. Website

- 10.1 The [Privacy Notice](#) explains how data may be gathered about users of the University College's website.
- 10.2 The University College's privacy notices do not cover the links within the WUC site which link to other websites. We suggest you read the privacy statements on other websites you visit.

## **11. Changes to this Privacy Notice**

11.1 We regularly review the University College's privacy notices. This privacy notice was last updated in October 2018.

## **12. Further advice**

12.1 If you require further information about how your personal data will be held and processed by WUC, or if you wish to make a complaint about any data protection matter, contact the University College's Data Protection Officer (01245 424200 or [dpo@writtle.ac.uk](mailto:dpo@writtle.ac.uk)).

12.2 External advice is available from the Information Commissioner who can be contacted as follows:

- Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.
- Tel: 0303 123 1113.
- Website: <http://www.ico.org.uk>