

## Rules & Regulations

The college reserves the right to alter, to close or not to run courses/classes as deemed necessary on the grounds of operational constraints, financial viability, or any other reason. We will notify students of any cancellations at the earliest reasonable opportunity.

### **PRIVACY NOTICE - How We Use Your Personal Information**

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualized Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>).

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

**Please note the College may contact you if necessary, by phone, email or post about anything to do with your study.**

In order to support you with your course, we may access via Pearson's ResultsPlus service a breakdown of your results from the Pearson Edexcel papers you sat. This information, consisting of details of your examination marks, grades and the breakdown of your performance achieved in Pearson Edexcel examinations at your last Centre, will enable your school or college tutor to more specifically target your learning needs. We will not use the information for any other purpose, nor disclose it to any other party.

If we haven't already during the application process, we will request some details (your unique learner number and prior qualification information) from the learner records service to assist in your enrolment onto your chosen course. We are required to share with you a copy of their privacy notice which can be found at <https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice>.

The College's full privacy notice, explaining what data we hold, how we use it and your rights, can be found on the college website under 'policies and documents'.

This activity has been directly, or indirectly part-funded by European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.