



RISE COLLEGE

Privacy Statement (Generic)

GENERAL DATA PROTECTION REGULATION (GDPR)

Agreed by Principal and Deputy Principal

Agreed on behalf of Management Committee by
Chair of Curriculum Committee: Anthony Peltier

Signature:

Date: 5th May 2023



PRIVACY STATEMENT

This page explains what the College does with the personal information you provide us.

General

From time to time you will be asked to tell us personal information about yourself (e.g. name and email address etc) in order to become a student or a client, to use College systems and services and so on. Please note that on occasions we may process “special categories” of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation. At the point of collecting the information we aim to clearly explain what it is going to be used for and who we may share it with. Unless required or permitted by law, we will always ask you before we use it for any other reason. We would only use it for marketing with your prior consent. As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College. Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.

How we share your personal information

This section explains how the College uses the personal information that you give us on the application and enrolment forms.

How the College uses your information

The information will be used for purposes relating to education, training, employment, general advice services, well-being and research. The College may share non-sensitive personal information about you with other organisations, for example the Local Authority (see below), for these purposes. Information about you with other organisations, for example the Local Authority (see below), for these purposes.

We will share information with the Virtual Schools relating to learners who belong to these schools. The information will be shared through the Headteacher and will be relating to academic and pastoral progress, as per the Virtual Schools capacity as a corporate parent.

Sensitive personal information you provide (eg. disability or ethnicity) may be used by the College for the purposes of equality of opportunity, support for your studies and to minimise risk.



It may also be used anonymously for statistical purposes. The College will ask your permission before sharing sensitive information with other organisations, unless the sharing is permitted by law and necessary.

How government departments use your information

We pass most of the information to government agencies to meet funding arrangements. The College is a Data Processor for the Education and Skills Funding Agency. This means that the College will pass most of the personal information and some of the sensitive information you provide to the Education and Skills Funding Agency, the Greater London Authority and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education (DfE).

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The information provided may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and well-being. This will only take place where the sharing is in compliance with the Data Protection Act 1998.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

Further information about use of and access to your personal data, and details of organisations with whom the data is regularly shared are available at: [Gov](#) website.

The legal basis for collecting the information

Most of the information on the form is collected because it is necessary for your enrolment as a student or is required by law. You must provide it in order to enrol at the College.

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

- Education and Skills Funding Agency (ESFA) - The ESFA brings together the former responsibilities of the Education Funding Agency (EFA) and Skills Funding Agency (SFA) to create a single agency accountable for funding education and skills.
- Data Service - A comprehensive resource funded by the ESRC to support researchers, teachers and policymakers who depend on high-quality social and economic data.
- European Social Fund (ESF) - The ESF helps millions of Europeans improve their lives by learning new skills and finding better jobs.
- Student Loan Company - the administration and processing involved in both the payment of loans and grants to students, and the payment of tuition fees to higher and further education institutions.
- Brent/Harrow Connexions (Prospect Services) - service provides information, advice and guidance to support the future career and educational aspirations of young people.



- Barnet with Cambridge Education - a range of services including school improvement support and educational partnerships with local authorities.
- Smart Assessor - Smart Assessor is an electronic collection of a learner's skills and knowledge, which is assessed by their tutor against a training standard or qualification.
- Advanced (Compass) – database system.
- Civica (HR Info)– Human Resources system.
- Civica – payroll system for staff.
- QL Finance (Unit 4) – finance system.
- Local Authorities (Harrow, Hillingdon, Brent, Barnet, Ealing & Hammersmith, Hertfordshire and Luton) – legislation requires that information is shared in line with education.
- Avente (CCTV Company) – security system.
- Awarding Bodies – exam procedures and results.
- Education Training Foundation - offers resources and continued professional development training for further education staff.
- DBS - The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable adults and with children.
- BKSB – e-learning assessments and resources.
- National Statistics Service – information required by government.
- Recruitment Agencies – staffing.
- Schools – Harrow and surrounding boroughs re potentials students' opportunities and existing students.
- HMRC
- Home Office – student/staff tier 2 and 4 licences/queries.
- Transport for London – students' travel.
- JCQ (form 8 special consideration) – examinations.
- Microsoft – Windows operating system.
- Employers – work experience students, apprenticeships, training, talks and employer forums.
- MASH – Multi-Agency Safeguarding Hub in connection with the safety of students.
- Brent Transport – arranging transport for students with additional needs.
- Skills network – distance learning platform.



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

We do not make automated decisions using this information.

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details.

- we have a legitimate interest in engaging and managing our suppliers; and
- to be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

Any sensitive personal information will never be supplied to anyone outside the College without first obtaining your consent, unless required or permitted by law. We comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

Whenever you provide such personal information, we will treat that information in accordance with this statement, current legislation and our [Data Protection Registration](#) (Registration Number: Z7242685). We also aim to meet current best practice.

Individuals whose personal information the College holds have certain rights under the law. More information can be found on the [Information Commissioner's website](#).

Parents, carers and guardians

Under the GDPR (General Data Protection Regulation), young people aged 16 and over can decide for themselves and give consent for the processing of their personal information. Parental consent is not required. There may be exceptions in regards of students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

The College has found that it is very beneficial to the young person's progress as a student if the College is able to engage with the parents (or guardian/carer). Therefore it is very important that we have the parents' details recorded on our systems.

When a student is in Further Education, parents/carers/guardians (or any other third party) are not automatically entitled to the student's information. We can only release information about our students if we have their consent for this recorded on the College system. Students are asked for their consent for sharing information with parents/others on the enrolment form or when enrolling face-to-face. Students can also inform the College later on of who the College may discuss with about their College matters. Students may withdraw their consent the same way which they gave it.



In general, we can only share information if we have the person's consent, or there is a particular piece of legislation or agreement allowing us to share it without consent.

Participation in Learning: Sharing information with Local Authorities

This section applies to:

16 and 17 year olds

Vulnerable 18 year olds ('vulnerable' is defined locally by individual Local Authorities)

18-25 year olds with an Education Health Care Plan (EHCP)

in the local authorities (LAs) of Harrow and surrounding boroughs.

The Education and Skills Act 2008 (the Act) places duties on LAs to promote the effective participation in education or training of all 16 and 17 year olds resident in their area, and to make arrangements to identify young people resident in their area who are not participating. It is part of the LA's duties to secure sufficient suitable education and training provision for all 16-19 year olds, and to encourage, enable and assist young people to participate in learning.

Under the Act, it is the College's duty to provide relevant information about their students to the LA of each student's residence, when requested to do so, and notify local LAs when a young person leaves learning at the College. All educational institutions are required to share information with LAs as part of their duty under the Act.

Section 72 of the Act provides the legal basis for sharing information between LAs and educational institutions. Link to relevant section is referenced here: [Section 72 of the Act](#) provides the legal basis for sharing information between LAs and educational institutions.

When you give us your information we will use your details to inform the LA where you live about the learning that you are participating in so that they are able to report monthly to the Department of Education and deliver their duties listed above.

Please note that some of the services for young people provided by the LA to fulfil their duties are provided by commissioned external contractors and organisations and they are required to use the same security standards as the LA.

If you wish to opt out of the sharing of your basic details for this purpose, or wish to see information held by the College about you for this purpose, please contact Harrow Council Information Management Team (DPA) at [email](#) or your respective local authority if you are not a Harrow resident.

Websites and Cookies

This section applies to anyone accessing College websites.

A cookie is a small file, typically of letters and numbers, downloaded on to your device (e.g. your PC) when you access the College website. Cookies allow the website to recognise your device and so distinguish between the different users that access the site.



Session cookies will remember your selections as you browse the site. These cookies are for the browsing session and not stored long term. No personal information is collected by these cookies.

Google Analytics cookies help us to make the website better for you by providing us with user statistics, for example: which pages are the most visited; how a user navigates the site. No personal information is collected by these cookies.

You may delete or control the use of cookies through your browser settings.

To find out more about cookies and what cookies might be stored on your device, visit [About cookies](#) or [All about cookies](#)

During the course of your study you may be asked to use third party websites or services or access linked content (eg. Youtube, Mahara) which may collect personal data about you. That site's own privacy notice will explain you how they use your data.

Responsibilities

The College as a corporate body is the data controller under the Data Protection Act, and the Board of Governors is therefore ultimately responsible for implementation.

The designated data controller who is appointed to ensure compliance with the Act is the Director of Human Resources.

Further information

If you have any questions about Data Protection at the College, please contact:

Director of Human Resources.

Data Protection Officer
Rise College
151 Rayners Lane, Harrow, HA2 0XH

If you have a data protection concern that cannot or have not been resolved by the College, you have the right to raise it with the [Information Commissioner's Office](#).