



Privacy Notice – Finance

Introduction

Southern Regional College (SRC) is committed to complying with the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA2018). Looking after the personal information you share with us is very important, and we want you to be confident that your personal data is kept safely and securely and to understand how we use it.

SRC is the 'Data Controller' of the personal data you provide to us, and we will sometimes refer to ourselves in this notice as "we" or "us". By Data Controller, this means SRC determines the purposes and way in which any personal data are, or will be, processed.

This privacy notice explains how we hold, and use any person information we collect about you in your interactions with SRC's Finance Department. If we make changes to this notice we will notify you by updating it on our website.

What categories of personal data do we collect?

We may collect, store and use the following categories of personal information:

- Full name
- Address
- Contact numbers
- Email Address
- National Insurance Number
- Marital Status
- Bank account details, including Bank Name and Address, Sort code and Account Number
- Tax Code Records
- Salary, pension and payroll deduction information
- Enforcements of Judgement / Statutory Deductions

- Location of employment and workplace
- Identification documents (including copy passports)
- Employment records – job titles, work history, working hours
- Remuneration History
- Card Payment Details (name of cardholder, card number, expiry date, security code)
- VAT Registration numbers
- Disability Registration Status
- Residency Status
- Qualifications
- Previous Funding Sources
- Evidence of personal income
- Dependent information (names of children, dates of birth, copy birth certificates)
- Information regarding relationship with parents
- Evidence of income of parent, spouse, partner
- Personal contact information of parent, spouse, partner
- Tax Credit Information
- Car Registrations

We may also collect, store and use the following **Special Category Data**:

- Trade Union Membership
- Medical Evidence (doctors letters, photographs, and medical notes).

Lawful Basis

How we use personal data (purpose of processing)

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the information provided on this form, the United Kingdom General Data Protection Regulations (UK GDPR) 'lawful basis' for our processing will be the following:

- Article 6.1 (b) - The processing is necessary for the performance of a contract or with a view to entering into a contract.
- Article 6.1 (c) - processing is necessary for compliance with a legal obligation to which the controller is subject.

- Article 6.1 (e) - the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. On behalf of the Department for the Economy (DfE), our role is provide you with quality education. e.g. The Further Education (Northern Ireland) Order 1997, Additional Support Funds Circular (FE 04/17).

Here is a list of the ways that we may use your personal information, and which of the reasons described above we rely on to do so.

What we use your personal information for	Our reasons (lawful basis)
Workforce remuneration and payment of salaries & expenses / pensions administration	Fulfilling a contract Legal Obligation
Processing and payment of supplier invoices.	Fulfilling a contract
Processing and recovery of accounts and fees.	Fulfilling a contract
Processing Student Finance Funding Claims (e.g. Hardship Fund, Care to Learn)	Fulfilling a contract
Processing VAT Returns to HMRC.	Legal obligation
Participation in National Fraud Initiative	Legal obligation

Processing Special Category Data

We are also required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

- Article 9.2(g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

We will use special category data in the following ways:

What we use your personal special category data for	Our reasons (legal basis)
Processing tuition fee refunds and waivers.	Fulfilling a contract
Payment of trade union premiums	Fulfilling a contract

Who will have access to your information and who will we share it with?

Payment processing providers

SRC works with trusted third party payment processing providers in order to securely take and manage payments.

SRC works with banks and trusted third party payment processing providers in order to make payments to staff and suppliers.

Credit Check Agencies

Before we provide services we may undertake checks for the purposes of making decisions on level of credit being provider to customers. These checks require us to process personal data about you.

The personal data you have provided or we have collected from you will be used to undertake various credit checks. Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information, and employment details.

Debt Collection and Tracing Agencies

In order to recover outstanding accounts we may share your information with Debt Collection and Tracing Agencies.

The personal data you have provided or we have collected from you will be used to undertake debt collection and tracing. Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information.

HM Revenue & Customs (HMRC)

In order to fulfil our legal obligations with HMRC (Payroll, VAT, Corporation Tax) we will share relevant information with HMRC.

Courts and Tribunals

In order to fulfil any legal obligation with a Court or Tribunal we will share relevant information where legitimately requested.

Trade Unions

In order to make payment of Trade Union Membership premiums (deducted through payroll) we will share the relevant personal information with the relevant Trade Union.

Payroll Deduction Bodies

In order to make payment of payroll deductions (for example: Give as You Earn, Cycle to Work Scheme, Childcare Deduction, Court Order) we will share your relevant personal information with the relevant body.

National Audit Office (National Fraud Initiative)

In order to fulfil our legal requirement to participate in the National Fraud Initiative we will share personal information with the National Audit Office.

Further information

Further information on the College's Privacy Notice and your Data Rights can be found in the Data Protection page of the College website: [Privacy Notices | Southern Regional College](#)