

Privacy Notice – Student Enrolment

Introduction

As a Data Controller, Southern Regional College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation. The FE Sector Data Protection Policy is available on our website at [Data Protection \(src.ac.uk\)](https://www.src.ac.uk/Data-Protection)

What categories of personal data do we collect?

Personal data and special category data captured to process your application and enrolment may include:

- Name
- Date of birth
- Contact details
- Next of Kin
- Religious Belief
- Dependents
- Ethnicity
- Sex
- Gender Identity
- Sexual Orientation
- Marital Status
- Employment Status
- Political Opinion
- Residency
- Educational Background i.e. grades
- Disabilities, learning difficulties, long term medical conditions
- Criminal Convictions

The College will never ask for information we do not need to enrol you on your course.

Lawful Basis

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 (a)** - the data subject has given consent to the processing of his or her personal data for one or more specific purposes e.g. consent to contact next of kin, direct marketing etc.
- **Article 6.1 (b)** – The processing is necessary for the performance of a contract or with a view to entering into a contract e.g. students sign Terms and Conditions when enrolling on a programme of study.
- **Article 6.1 (c)** - processing is necessary for compliance with a legal obligation to which the controller is subject. e.g. Disability Discrimination Act (1995), Equality Legislation, The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.
- **Article 6.1 (e)** - 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 e.g. on behalf of the Department for the Economy (DfE), our role is to provide you with a quality education.

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;

And

- **Schedule 1(8) Data Protection Act (2018)** - Equality of opportunity or treatment
- **Schedule 1(16) Data Protection Act (2018)** - Support for individuals with a particular disability or medical condition
- **Schedule 1 (18) Data Protection Act (2018)** - Safeguarding of children and of individuals at risk

On occasions we may be required to process your personal data for other reasons however we will only do so where a lawful basis applies.

Information about Criminal Convictions

Where necessary, the College may collect information regarding criminal convictions as part of the student admissions process, or you may disclose this information directly to us during your enrolment. In accordance with the Safeguarding Vulnerable Groups (NI) Order 2007, the Rehabilitation of Offenders Act 1974, and the Protection of Freedoms Act 2012, we have a legitimate interest in requesting this information. We will use it to assess your participation or continued enrolment in line with our procedures. The College will handle this information in compliance with our obligations under Schedule 1(18) of the Data Protection Act (2018) related to the 'Safeguarding of children and individuals at risk.'

For further details, please refer to the College's Appropriate Policy Document.

How we use personal data (purpose of processing)

The information you provide on the online and hard copy application and enrolments forms will be processed in order to administer your studies, to deliver your programme and to monitor your performance and attendance. We also use your information to manage recruitment, admission, registration, enrolment, study, examination and graduation.

Your information will also be used to provide you with College facilities and services, to provide you with support and to process any payments made to you. We may also use your information to conduct research and surveys to identify ways to enhance learning, teaching, assessment and the broader student experience.

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

Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations for example Government Agencies and associated Statutory Bodies (e.g. Department for the Economy, HMRC), FE Shared Services – Data Collection, Higher Education Statistics Agency, Funding Bodies, Government Survey & Research Organisations, UCAS, Student Loans Company, Education Authority, Learner Records Service, Crime Prevention Agencies, Employers who pay fees and/or allow you time off work to attend your course, Placement Providers, Examination Awarding Bodies, QAA and ETI, Social Welfare Organisations, Trade Unions, Careers Service, UKBA, Debt Recovery Agencies and potentially other such organisations for defined purposes. We may also disclose information to examining bodies, legal representatives.

Each Awarding Organisation will have their own privacy notice and you should check their websites for this information along with information for candidates on the Joint Council for Qualifications website: [Information for candidates documents - JCQ Joint Council for Qualifications](#).

Learner Records Service

Your personal data is shared with the Learner Records Service and their [privacy notice](#) explains how your data is used.

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](#)