



## **Privacy Notice – Learning Support**

### **Introduction**

Southern Regional College (SRC) is a “data controller” for the purposes of Data Protection legislation. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice explains how we hold and use any personal information we collect about you before, during and after your working relationship with us.

SRC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

### **What categories of personal data do we collect?**

We collect personal information about students and employees through the initial application stages from you, internal departmental processes, manual forms, telephone calls, disclosures from you and on-line systems, or from 3<sup>rd</sup> party organisations e.g. Transition staff from external agencies.

Personal data and special category data captured may include:

- Name
- Address
- Date of birth
- Disability/Medical condition & support requirements
- Contact details
- Previous and planned support requirements
- Evidence of your learning difficulty and/or disability, including medical and psychology supporting evidence
- Information from your previous educational setting/exam centre in relation to examination support
- Attendance records/Information

Information may be obtained directly from the individual, or in some cases from a third-party organisation involved with the student that has obtained the information in the first instance. This may include the student's previous School or educational setting.

The College will only collect the necessary information required for these legitimate business requirements, and without it the College may not be able to fulfil its obligations. Information is passed between various sections of the College for operational reasons and where a lawful basis exists to process as is necessary and proportionate for intended purposes only.

## Lawful Basis

As a FE College our main lawful basis for processing your personal data are as follows:

- **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
- **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, SENDO*
- **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. On behalf of the Department for the Economy (DfE), our role is to provide you with a quality education. e.g. *The Further Education (Northern Ireland) Order 1997, Additional Support Funds Circular (FE 04/17)*

## Special Category Data

We are also required to collect, process and maintain special category data such as data concerning your health, disability, learning need or long-term health condition. Our lawful basis for processing this information is mainly:

- **Article 9.2(b)** - processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment and social security and social protection law E.g. requirements by the Department for the Economy to ensure

meaningful equal opportunity monitoring and reporting, Learning Support details are required for compliance with the Disability Discrimination Act (1995).

- **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.

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.

### **How we use personal data (purpose of processing)**

The College will process all personal data in compliance with the Data Protection Act 2018 and the United Kingdom General Data Protection Regulation (UK GDPR) for the purpose of providing support for your educational needs so that you have equality of opportunity. Your personal information will be used for assessment and to draw up a learning plan. We will never ask for information that is unnecessary to deliver this service.

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

We will share personal information with third parties where required to do so by law, where it is necessary to administer the working relationship with you or where there is a third party legitimate interest in doing so e.g. Learning Support Co-ordinators, examination bodies/personnel, your individual tutors and your support worker if applicable. Your information may also be passed on to relevant staff within a work placement that you might be attending to ensure your safety and that all support is accessible to you to complete your education. Your information may also be passed to relevant third parties with a legal or medical responsibility to you.

We require third party service providers to respect the security of your data and to treat it in accordance with the law.

### **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](#)