

Privacy Notice – Student Enrolment

Introduction

As a Data Controller, Northern 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 information you provide in the online application and enrolment 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.

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 General Data Protection Regulations (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, Learner Record Service*

Article 6.1(b)

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; *e.g. staff employment contracts, contracts for a service for a third party, student relationship with the College.*

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 provide you with 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** e.g. requirements by the Department for Economy to ensure meaningful equal opportunity monitoring and reporting, Learning Support details are required for compliance Disability Discrimination Act (1995)

Schedule 1 (Part 2) of the Data Protection Act (2018)

1. **S.6** (Statutory etc and government purposes)
2. **S.16** (Support for individuals with a particular disability or medical condition)
3. **S.18** (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.

Categories of Personal Data – Application Stage

Personal data and special category data captured that is required to process your application will include:

- Name
- Date of birth
- College staff number if applicable
- Contact details
- Next of Kin
- Support requirements
- Gender
- Employment Status
- Residency
- Educational Background i.e. grades
- Criminal Convictions
- GDPR Consent

All other sections of the online application form are optional at the application stage.

Categories of Personal Data – Enrolment Stage

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

- Name
- Date of birth

- Contact details
- Next of Kin
- Religious Belief
- Dependents
- Ethnicity
- Gender
- ID documents
- Sexual Orientation
- Marital Status
- Employment Status and Employer Details
- Political Opinion
- Residency
- Educational Background i.e. qualifications and grades attained
- 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.

Who will have access to my information, or who will you 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/JISC, 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.

For full details on Data Protection and your Rights, please visit our [website](#).