

# Privacy Statement

*This statement gives information that relates to students and courses. A Privacy Statement relating to job applications, employment and staff can be found at <link>.*

## **This Privacy Statement covers the following**

- Our organisation and its contacts
- Our basis for collecting personal data
- How we collect and use personal data
- How personal data is kept secure
- How long personal data is retained
- Information for when you enrol

## **Our organisation and its contacts**

Abingdon and Witney is a Further Education college that has learning venues across Oxfordshire but has its administrative centre at its Abingdon Campus, Wootton Road, Abingdon OX14 1GG.

We are committed to fulfil our obligations under the General Data Protection Regulations (GDPR) and are registered with the Information Commissioner's Office (ICO) – reference Z6620708.

**Our Data Protection Officer:** Lynn Turner, Head of Information Services  
Abingdon Campus, as above or [dpo@abingdon-witney.ac.uk](mailto:dpo@abingdon-witney.ac.uk)

The full response to our obligations under the data protection legislation can be found in our Data Protection Policy at <link>.

Full details of GDPR can be found on the ICO website – [www.ico.org.uk](http://www.ico.org.uk).

## **Our basis for collecting personal data**

We are legally obliged to collect personal data to meet the requirements of education funding authorities and other government agencies. Should we wish to use this personal data for other activities, such as marketing, we require explicit consent from individuals to do so.

## **How we collect personal data**

Personal data is collected when you choose to make an enquiry, an application, enrol onto a course, study with us, or attend an event at the college.

## **How we use personal data**

Personal data is shared within the college to answer enquiries, support you onto an appropriate course, to collect fees, to manage your learning activity and to keep you healthy and safe whilst studying with us.

Personal data is shared with education funding authorities and other government agencies to secure funding and report on the success of the learning activities offered by the college. It is also shared with other third parties linked to education or employment such as awarding bodies, local authorities, schools, careers services and, when necessary, with UK Visas and Immigration and law enforcement agencies.

Before enrolling onto a course, it is important to read The Education and Skills Funding Agency privacy statement which is given below.

Occasionally, photos of events are used to promote the college. If it is possible to identify individuals in group photos, then consent will be gained from the individuals concerned before the images are used.

Outside of these obligations and activities, we will not share your personal information with any third party or use your details for marketing purposes without your explicit consent.

## **How personal data is kept secure**

We have designed our software, storage systems and processes to offer the maximum security and to ensure personal data is only accessed by those required to do so for the uses given above. Staff are trained and understand their commitment to keeping personal data secure and to protecting privacy.

Secure portals and encryption software are used when sending data outside of the college network.

## **How long personal data is retained**

Personal data is only retained for the period required to meet a legal obligation and / or business need.

## The rights of an individual

- **Access** – An individual has the right to request from the DPO a copy of the personal data held the college; such request must be met within a month with data supplied in either electronic or hardcopy format.
- **Rectification** – An individual has the right to request the DPO to correct inaccurate personal data.
- **Erasure** – An individual has the right to ask the DPO for personal data to be deleted. However, this DPO can refuse if the data has to be retained to meet a legal requirement (such as our legal obligation to make regular reports to funding authorities).
- **Breach notification** – An individual has the right to be informed if the security of their personal data is compromised.
- **Complaints and compensation** – If an individual feels the college has not complied with their obligations under the GDPR they can lodge a complaint with the ICO at [www.ico.org.uk](http://www.ico.org.uk).
- **Withdraw consent** – If an individual has given consent to the use of personal data such consent can be withdrawn by contacting the DPO (please see 'Information for when you enrol').

Should you wish to contact the DPO to exercise any of these rights, please download and send the form here <link> to [dpo@abingdon-witney.ac.uk](mailto:dpo@abingdon-witney.ac.uk).

Further rights are available to individuals, but those given above are thought most relevant for a college setting. More details are available from the ICO website.

## Information for when you enrol

This Privacy Statement will be highlighted to individuals when they enrol. By completing enrolment paperwork it is understood that personal data will be used for the purposes given above and that this use is required to access the services provided by the college.

If personal data is to be used outside of this use (such as for marketing), explicit consent will be sought.

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### *How the Education and Skills Funding Agency (ESFA) use your personal information*

*This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.*

*Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.*

*Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.*

*The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.*

***(To be completed at enrolment) You can agree to be contacted for other purposes by ticking any of the following boxes:***

- |   |  |
|---|--|
| <input type="checkbox"/> <i>About courses or learning opportunities</i> | <input type="checkbox"/> <i>By post</i>  |
| <input type="checkbox"/> <i>For surveys and research</i>                | <input type="checkbox"/> <i>By phone</i> |
|   | <input type="checkbox"/> <i>By email</i> |

*Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:*

<https://www.gov.uk/government/publications/esfa-privacy-notice>