

For college Internet Site

Data Protection 2011-2012

The College holds personal data for a variety of purposes. Under the Data Protection Act 1998, you have the right to a copy of the data held about you by the College, for which a small fee may be charged.

Please see the Coleg Gwent website www.coleggwent.ac.uk for further details of the Coleg Gwent Data Protection Policy which is also available on the College Intranet.

For information on the College's registration in the Data Protection Register see www.dataprotection.gov.uk.

By signing the enrolment form you are giving explicit consent for the data collected about you to be processed for funding, statistical and administrative purposes connected with your studies. The college reserves the right to contact your parent/guardian (Students below the age of 18 or becoming 18 during full time study) or employer (if the employer is paying your fees) regarding your progress, e.g. attendance, academic and personal progress, conduct and discipline, etc.

You may withdraw this consent at any time by making an appointment to meet with your Head of Learner Services and providing the reasons for your withdrawal of consent. In all cases these reasons will be exceptional and can include a significant change to your personal circumstances, e.g. leaving your family home to live independently, moving in or out of care, or moving to live with another responsible adult.

We will send some of the information we hold about you to the Welsh Government (WG). This information forms your learner record held by WG. The learner record held by WG is used by WG and the third parties detailed below for four broad purposes:

1. For WG, the Higher Education Funding Council for Wales, Estyn, and the Wales Audit Office to carry out their statutory functions.
2. For WG to produce anonymised data in statistical publications.
3. For third parties, such as further education sector bodies, to use anonymised data to carry out research or equal opportunities monitoring that WG deems to be in the public interest. This information may be published.
4. Occasionally WG may allow third parties acting on its behalf access to learner records including personal identifiers only to assist in linking learner records for the purpose of statistical research. Contractors will be required to sign confidentiality agreements in relation to the data, demonstrate that they operate satisfactory information security procedures, and destroy their copies of the data following conclusion of the research project.

The data you supply will also be used by the **Learning Records Service (LRS)** only to issue you with a Unique Learner Number (ULN) and share information about your learning with organisations linked to your education and training. Further details of how your data is processed and shared can be found at www.learningrecordsservice.org.uk

Your contact details may be passed to survey contractors to carry out the Learner Voice Survey, or other surveys related to education functions on behalf of the organisations listed above. These contractors will use your details only for that purpose, and will then delete them. If you do not want to take part in these surveys, please let us know.

Your rights: Under the Data Protection Act 1998, you have rights of access to the data WG holds about you. You may have to pay a small fee for this. For further information please email llwr@wales.gsi.gov.uk.

For more detail on the above, please visit WG website at www.wales.gov.uk/llwr