



## Learner/Applicant Privacy Notice

### Introduction

This privacy notice is designed to help you understand how Coleg Gwent and Coleg Gwent Training Ltd. ("The Group", "we", "us") collect and process the information that you share with us.

From 25 May 2018, the European General Data Protection Regulation (GDPR) comes into force. The UK Government has also updated the UK Data Protection Act. We are providing this privacy notice in compliance with this new legislation.

### Who is the Data Controller?

The Data Controller of the information we collect about you is Coleg Gwent, Usk Campus, Usk, Monmouthshire, NP15 1XJ. The designated representatives on behalf of the Group are:

\* Principal

\* Vice Principal (Curriculum & Quality)

\* Vice Principal (Resources and Financial Planning)

\* Director of Estates and Facilities

The Group also has a Data Protection Officer. This is the Manager – Information Services who can be contacted on [DPO@coleggwent.ac.uk](mailto:DPO@coleggwent.ac.uk).

For information on the Group's registration in the Data Protection Register visit: <https://www.gov.uk/data-protection>.

### Why do we collect your data and the legal grounds for doing so?

Data collected by the Group is used for funding, statistical, marketing and administrative purposes connected with your studies and professional courses.

The Law says we can only collect or process your data if there is a legal basis to do so. The legal bases on which the Group relies to process all types of personal data include:

- to fulfil a contract we have with you
- when we have a legal obligation
- where it is in the public interest
- where you have given your consent, although this is also necessary in a limited number of circumstances

There are additional provisions in the legislation that enable us to process personal data that is known as special category personal data. This includes your racial or ethnic origin, your political opinions, your religious or philosophical beliefs, your trade union membership, your genetic or biometric data, your health, your sex life and sexual orientation and any criminal convictions and offences.

Reason for processing	Legal Basis
to enable teaching, learning & funding	Contractual obligations
for events and enrichment activities related to your studies	Contract
For trips and visits	Consent
To ensure technical support for the college systems	Contractual obligations
to provide occupational health services/counselling services	Consent
to support the health, safety and wellbeing of learners	Legal obligations and public interest
to support learner transition from school	Contractual obligations to provide you with an excellent learning experience and public interest
To provide predicted grades and support associated with your course	Contractual obligations to provide you with an excellent learning experience and public interest
to connect past learners together via our alumni service	Consent
to provide IT support for PCs and laptops	Contractual obligations
to provide additional funding and activities	Contractual obligations
To inform you of new courses and opportunities within the group	Public interest
for insurance purposes	Legal obligations and public interest
To use your photographs in promotional material for the group	Contract

We have a statutory obligation to share your information with Welsh Government, when you enrol with us, in order to obtain funding for your course.

We also have a contractual obligation to share your information with other third parties, including awarding bodies, the Learner Record Service and Careers Wales in order to perform the administrative processes related to your studies. A full list of our third parties and how we share your data can be found in the next section.

The Group also has a legal obligation to collect some of your data including for health and safety and financial reasons.

Coleg Gwent Training Ltd works with many organisations and shares information where required with the Group to facilitate courses, especially in construction where it works closely with Gwent Construction Ltd.

#### What information do we collect?

- Your name, address and contact details (including e-mail and telephone number), date of birth and gender;
- The terms and conditions of your enrolment/application
- Details of your qualifications, skills, experience and employment history
- Information about your remuneration, including entitlements to benefits such as job seekers allowance, pensions or insurance cover
- Details of your bank account and national insurance number
- Information on your marital status, next of kin, dependents and emergency contacts
- Information about your nationality and entitlement to study/work in the UK
- Information about your criminal record and unspent convictions. This is special category data and the group takes particular care in processing this information
- Details of your schedule (days of work/study and working/study hours) and attendance at Group/work

- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the Group needs to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief. This is special category data and the group takes particular care in processing this information

### Where do we collect your data from?

We collect your information from various sources including:

- directly from you,
- your parents / legal guardian (if you are under 18)
- your previous schools / colleges / awarding bodies
- the learner record service
- your employer
- benefits office
- information that we generate in the course of considering your application and/or during your studies
- social services / local county borough council
- your IP address via cookie consent on our website
- CCTV footage from onsite cameras
- Photographs from college events
- Occupational health/counselling services

### How long do we keep your data?

Our complete retention schedule is available on request.

The main retention dates are:

RECORD TYPE	LENGTH OF RETENTION
Learner I-file	Current year + 6 years
Learner application/enrolment forms	Current year + 6 years
Professional training booking forms	Current year + 6 years
Photography consent forms	Current year + 6 years
Case study / testimonial consent forms	Current year + 6 years
Financial information documents	Current financial year + 6 years
Client record details	Current year + 6 years
Learner coursework files	Current year + 3 years
Learner course/module assessment documentation	Current year + 3 years
Learner ALN assessment information	Current year + 7 years
Temporary registers	Current year + 6 years
Learner Disciplinary paperwork	Last action on case + 6 years
Learner counselling records	Current year + 7 years
Chaplaincy Services	Current year

Learner coursework file sampled for IV/EV	Current year + 3 years
Promotional photographs	
CCTV footage	Creation + 1 month

### Who do we share your data with?

#### For all learners

The Group reserves the right to contact your parent/guardian regarding your progress, attendance and disciplinary issues and to share your data with them. Your parent/guardian will have access to your eILP (Ontrack)/online reports. If you are concerned about your parents/guardians receiving information, you must contact your Head of Learner Services.

#### For learners sponsored by their employer

The Group reserves the right to contact your employer regarding your progress, attendance and disciplinary issues and to share your data with them.

#### Our Third Party List

The Group partners with a number of third parties with whom we share data. We do not use any third party located outside of the EU and all data storage is also held within the EU.

Category of sharing	Why we share
Alumni Services	to connect past learners together and inform them of college activities
Auditors	to test and monitor the group's activities to ensure compliance
Awarding Body	To administer paperwork relating to examinations and assessments
Debt collection	to collect outstanding fees on behalf of the group
Government and associated organisations	We send data to government organisations in order to gain funding, to enable teaching and learning, to support learners and potential learners, to comply with legal requirements such as tax payments of our staff
Insurance	To ensure the college is suitably insured to make it a safe environment
Organisations providing events and enrichment	to enhance learners' educational experiences
Service provider - marketing	To provide individuals with news and events from the group
Service provider - equestrian events	to enable individuals to book equestrian events in the college's arena
Service Provider - hardware	To enable staff and learners to have an efficient service when using the group's facilities

Service provider - IT support	To enable staff and learners to have an efficient service when using the group's facilities
Service Provider - software	To enable staff and learners to have an efficient service when using the group's facilities
Service Provider - transport	for trips and visits
Sports club/Union	to enable teaching, learning & funding for learners and provide learners with sporting experiences related to their studies
Statistical analysis	To provide information in the public interest related to the group's performance
Student finance	to support learners with funding their studies
Educational organisation (schools, universities, colleges)	to enable teaching, learning & funding for learners
Archive facilities	to securely store paper-based documents containing personal data
Service Provider - customer services	To ensure a professional service when contacting the group
Legal organisations (solicitors, police, courts)	to support the safety of learners and staff, for court proceedings and to gain legal advice
Employer/Training provider/Work Placement provider	to enable teaching, learning & funding for learners

The group's website may contain links to other websites of our partner networks, advertisers and affiliates. If you follow a link to these websites, please note that they have their own privacy notices and policies. The Group does not accept responsibility or liability for these notices and policies. Please check their policies before you submit any personal data to these websites.

#### **Does the Group rely on automated decision making?**

The Group does not use automated decision making currently.

#### **How do we protect your data?**

The group takes the security of your data seriously. It has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the group engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

All staff are required to take data protection training on an annual basis.

#### **What are your rights?**

You have a number of rights under the GDPR.

This includes the right to seek the rectification or erasure of your personal data or to restrict and to object to the processing of your personal data.

You are also entitled to a copy of the data held about you, and to data portability.

Where we are processing your data, based on your consent, you also have a right to withdraw your consent to sharing data with us at any point. The Group is entitled to retain data that we are processing other legal bases though to satisfy our statutory and contractual obligations outlined above.

Requests of this nature can be made in several ways:

1. Contact the Data Protection Officer by e-mailing [DPO@colegwent.ac.uk](mailto:DPO@colegwent.ac.uk)
2. By completing a data protection enquiry form on the website.
3. By completing a subject access request form available on the privacy page of the website and posting to:

The Data Protection Officer  
Coleg Gwent  
Crosskeys Campus  
Risca Road  
Crosskeys  
Caerphilly  
NP11 7ZA

If you feel that we have not dealt with your data in accordance with this privacy notice or in the event of any other complaint, you are able to forward your concerns to the Information Commissioner's Office (The ICO).

### Changes to the way we process your data

This privacy notice may be updated from time to time.

01495 333777  
[www.coleggwent.ac.uk](http://www.coleggwent.ac.uk)



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Y Rhadyr  
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Headquarters / Usk Campus  
The Rhadyr  
USK NP15 1XJ

Campws Dinas Casnewydd  
Ffordd Nash  
Casnewydd NP19 4TS  
City of Newport Campus  
Nash Road  
Newport NP19 4TS

Campws Crosskeys  
Ffordd Risca  
Crosskeys NP11 7ZA  
Crosskeys Campus  
Risca Road  
Crosskeys NP11 7ZA

Parth Dysgu Blaenau Gwent  
Rhodfa Calch  
Glynebwy NP23 6GL  
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Lime Avenue  
Ebbw Vale NP23 6GL

Campws Pont-y-pŵl  
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