

University Centre Colchester

Privacy Statement

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1 Introduction

All students enrolling on a University Centre Colchester programme are required to sign and agree to the privacy statement on an annual basis as part of the registration process. This document provides details of the privacy statement for the 2023-24 academic year.

2 Privacy Statement 2023/24

Individualised Learner Record (ILR) Privacy Record 2023/24

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at www.gov.uk/government/collections/individualised-learner-record-ilr

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form at https://form.education.gov.uk/service/Contact_the_Department_for_Education
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Colchester Institute and University Centre Privacy Statement 2023/24

All graduates receiving a recognised higher education qualification from a further education college (FEC) will need to be surveyed for the Graduate Outcomes survey. The Office for Students will use your contact details for the purpose of undertaking the Graduate Outcomes survey approximately 15 months after graduation. The survey will be undertaken by an appointed 3rd party specialist organisation contracted for this purpose.

For further reference, the Office for Students privacy notice is detailed:

<https://www.officeforstudents.org.uk/privacy/>

We provide information to examination boards, our funding bodies and their partners, and Local Authorities, where appropriate. We are obliged to help police and other government organisations (e.g. Department for Work and Pensions) with their enquiries. We will disclose information about your education, health, safety and well-being upon receipt of a formal written request by a relevant authority (e.g. Social Care, Police) where there are justifiable reasons to make such a disclosure, we may also provide personal data such as address, phone number or confirmation of your whereabouts at a particular time.

Other organisations include Essex County Council and Local Authorities, Schools, Higher Education Statistics agency, Office for Students (OfS), Student Loan Company and educational institutions.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

The Health Assured support line is a separate service offered to students of University Centre Colchester. Health Assured provides a confidential service and the information you discuss with their helpline support workers is not routinely provided to the University unless your health, wellbeing or welfare is judged to be at imminent risk. In these circumstances and where the support worker thinks you need additional support they will seek your consent to share your name and information about their concerns with the Student Services Safeguarding and Welfare team so that they can provide you with further help. In some circumstances where you are not able to provide consent or where you refuse consent, Health Assured may still decide to share relevant information with the University where it is necessary to protect your or another person's vital interests. This approach is consistent with the University's Privacy Statement which you signed up to at registration.

Colchester Institute will retain your personal data in accordance with the provisions of the Data Protection Act 2018 for as long as is considered necessary for the legitimate business purpose under which it was collected. Data will be retained under an Information Asset Register schedule of approved retention periods. For further information, please refer to our Privacy Notice: <https://www.colchester.ac.uk/policies/>

Personal Learning Record Privacy Notice

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learning Numbers (ULN) and creates Personal Learning Records across England, Wales and Northern Ireland, and is operated by the Department for Education (DFE) in England. For the purposes of relevant data protection legislation, the DFE is the data controller for personal information processed. To read the full LRS Privacy notice which gives details about how your information is processed, and how to access your Personal Learning Record, please refer to:

www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice#privacy-notice-for-pupils-students-learners-trainees