May 2018 V1

Privacy notice for Learners

Introduction

Taking part in this programme is dependent on you providing personal data. Coleg Sir Gar or Coleg Ceredigion (hereafter, the College) will be the data controller for the personal information you provide. The College will use this information to administer and manage your programme.

The learning programme you are about to enrol on may be funded either directly by the Welsh Government or part funded via the European Social Fund (ESF), through the Welsh Government. If your programme is ESF funded, you will be asked to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by the College for ESF audit purposes.

What will the College use your information for?

The College will use your data for administering your programme, claiming funding from Welsh Government if appropriate, collecting fees if appropriate, generating a network account to give you access to IT services such as Google and Microsoft and monitoring your progress and outcomes (such as the achievement of qualifications). It may also be used in statistical summaries and research publications, where it will be anonymised and you will not be identified. Full details of how we use your data are provided below.

Your rights and choices

Under the General Data Protection Regulation (GDPR) you have the right to:
- access the personal data the College holds on you
- require the College to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

How long will the College keep your information?

Description	Retention
Core learner data	At least 10 years after you have left the College and currently indefinitely on Data bases and in Archive.
Learner outcomes – pass, qualification, award lists.	10 years after you have left the College*
Records relating to your academic progress.	6 years after you have left the College
Records relating to conduct and disciplinary matters	6 years after you have left the College
Records relating to welfare/ learner support matters	6 years after you have left the College
Learner Counselling Services	2 years after you have left the College

*Awarding bodies can be contacted about results and certificates before and after this retention period.

Contacts

For details about the information the College holds and its use, or if you wish to exercise your rights under the GDPR, please see contact below:

Data Protection Officer
Coleg Sir Gar/Coleg Ceredigion
Graig Campus
Sandy Road
Llanelli
SA15 4DN

dataprotectionofficer@colegsirgar.ac.uk

To contact the Information Commissioner's Office, please see details below:
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
029 2067 8400 (Wales helpline) or 0303 123 1113
(UK helpline)

Home | ICO

Notifications of changes

If the College intends to use your data in a different way from that stated at the time of collection, you will be notified. All of the College's processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on our websites www.colegsirgar.ac.uk and www.ceredigion.ac.uk

What personal information about you is collected and used by the College?

Some of the data collected by us will be **personal data** and/or **special category data** as defined in the General Data Protection Regulation which includes:

Personal Data
- A unique learner identifier (created by the Welsh Government)
- A learner Identifier number (created by the College)
- Surname and Forename(s)
- Address (Home and Term Time) and Postcodes
- Country of Domicile
- Telephone number (Home and Mobile)
- E-mail address
- National Insurance Number
- Gender
- Surname at 16
- Date of birth
- In Care / Care leaver
- Criminal record
- National identity
- Welsh speaker
- Highest Welsh Language qualification
- Correspondence preference - Welsh / English
- Vehicle registration number
- Employment status
- Employer details
- The last school you attended
- The year you left school
- A unique learner number (created by the Learning Records Service)
- Next of Kin contact details

Additionally there is data about you which is defined as **special category data.** Providing this data is optional and will include;
- Ethnicity
- Disability type
- Health condition

This personal/special category data will be used across all Post 16 learning at the College.

Plus, for Higher Education learners only:
- Religion
- Sexual Orientation
- Gender identity – same as assigned at birth
- Country of Birth
- Type of term time accommodation
- In receipt of Disabled Students Allowance
- Highest Qualification on entry

How will your data be used by the College?

The College collects a significant amount of personal information about you. Data is provided to the Welsh Government, awarding bodies, funding agencies, software suppliers, professional bodies, etc, in order to run the business of the College. In most instances, the collection of this data is mandatory - something that we have to do. Below we have outlined the organisations we share your data with and the main reasons we do this. Please be assured that we store your data securely and only use your data for the purposes outlined. We do not pass it on to any third parties for marketing or sales purposes.

Organisation we share with	Purpose(s) for sharing data	Category of Learner			
		Further Education	Work Based Learning	Higher Education	14-19 School
Welsh Government	Funding Further Education (FE); monitoring participation of different groups; Educational Maintenance Allowance (EMA) payments; monitoring performance of students and colleges.	✓			
Learner Records Service (LRS)	National recording of students achievements and attainments from School through to College.	✓	✓	✓	✓
B-WBL Consortium led by Pembrokeshire College	Funding our Work Based Learning (WBL) Apprenticeship activity; monitoring participation of different groups; monitoring performance of colleges; providing data to Welsh Government as a lead provider for WBL.		✓		
University of Wales Trinity Saint David (UWTSD)	Funding our Higher Education (HE) learning; monitoring participation of different groups;			✓	

Organisation	Purpose				
	monitoring performance of students and colleges; awarding certificates; providing data to HEFCW, HESA and SLC.				
Higher Education Funding Council for Wales (HEFCW) *Supplied via UWTSD*	Funding Higher Education (HE) learning; monitoring participation of different groups; monitoring performance of colleges; providing data to Welsh Government.			✓	
Higher Education Statistics Agency (HESA) *Supplied via UWTSD*	Collating statistical data for the HE sector to calculate standard performance measures.			✓	
Student Loans Company (SLC) *Supplied via UWTSD*	Administering and paying fees, loans and bursaries for students undertaking HE.			✓	
Carmarthenshire / Ceredigion County Councils	Transport network and bus passes	✓	✓	✓	
Partner Schools 14-19	To monitor the performance of school pupils attending programmes at College as part of 14-19 activities.				✓
Awarding Bodies, eg: WJEC, BTEC, CGLI, CACHE, OCR etc	Register learners for awards and issuing certificates to those that succeed.	✓	✓		✓
Tribal (WEST)	Welsh Government procured System used to assess and develop students' literacy and numeracy levels.	✓	✓		
ALPS	A value added system used to monitor the educational distance students' travel	✓			

	between entry and exit at the College.				
Microsoft	For students to use the software.	✓	✓	✓	✓
Google	For students to use the software.	✓	✓	✓	✓
Txt connect	Mobile numbers to allow us to text students.	✓	✓	✓	✓
Sport Wales *Via* *UPSHOT*	Recording students taking part in Sport Wales funded projects to monitor participation levels.	✓	✓	✓	
Disclosure and Barring Service	To check previous criminal history of students on certain programmes.	✓	✓	✓	

Security Arrangements for your data held by the College

The data the College collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.