

## Data Protection for Students

Information for students

### What does Data Protection mean for you?

- The College holds the following data on students:
  - personal details provided on the Enrolment Form and volunteered by individual students to assist in the administering of courses;
  - exam and assessment submissions and results;
  - attendance, progress and destination records;
  - personal details, including biometric data, collected for the purposes of administering student services (eg. ASC, Learning Support, Library and Resources Centre, Access Fund, cashless tills);
- The College will hold this information **during the student's registration with the College and for up to ten years afterwards**. Basic details of enrolment may be kept for longer to enable the College to provide references when requested and copies of assessments may be retained to meet the requirements of funding bodies.
- The College will keep students' personal details secure and **will pass relevant data** to the Education Funding Agency, Skills Funding Agency, Higher Education Funding Council, Learner Records Service, relevant Examining Boards, the Police, the Department for Education, validating Universities, Parentpay, Durham County Council and other local authorities or their agents **for the purposes of administration; securing College funding; confirming entitlements to grants and disbursements; providing careers advice and guidance; preventing and detecting plagiarism; preventing and detecting crime**.
- Students are entitled to access their personal information held by the College using the guidance on [Making a Data Protection Request](#) or in the first instance by contacting the CIS Helpdesk.
- Students are encouraged to ensure information the College holds is accurate by amending their details on NCD online.
- In addition, other departments of the College may carry out customer surveys or maintain personal data in mailing lists. Each of these collections of data will be managed under the provisions of the College [Data Protection Policy](#).

### SFA, YPLA & the Learner Records Service

The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills. Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet 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). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

For further details of how your information is shared and used by the Learning Records Service and how to opt out or change who has access to your information please visit the Learning Records Service website at <https://www.gov.uk/government/publications/lrs-privacy-notice>.

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.

You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

Further information about use of and access to your personal data, and details of organisations with whom the SFA regularly shares data are available at:

<https://www.gov.uk/government/publications/sfa-privacy-notice>. Please note that your data may be used for ESF Match Funding purposes throughout your study.

### **The Data Protection Act 1998**

Establishes eight principles that apply to all personal data the College holds. Data must be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in line with your rights;
- secure;
- not transferred to countries without adequate protection.

A request for access to personal data must be dealt with within 40 days of receipt.

### **New College Durham Data Protection Policy**

The College has a [Data Protection Policy](#) which outlines its' commitment to the above data protection principles. The College also has a designated member of staff responsible for Data Protection Policy. This person is:

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Information and Records Manager

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