

Privacy notice for students applying for Financial Assistance.....

We collect, hold and share the following information:

- Personal information (such as name, date of birth, telephone number and address)
- Characteristics (such as gender, language, nationality, country of birth)
- Identification (such as passport or residency card)
- Details of your financial status and payments
- Your bank details

We collect and use this information:

- To provide financial help to enable you to continue your studies
- To support your learning and course connected examinations
- To provide appropriate pastoral care

The lawful basis on which we use this information

We collect and use student information under the following sections of the General Data Protection Regulations (2018):

- Article 6e – processing is necessary to perform our public task as an educational establishment, under the Apprenticeships, Skills, Children and Learning Act 2009;
- Article 6b – processing is necessary to fulfil our contract with you to provide you with an education, as summarised in your Learning Agreement.
- We collect and use sensitive information such as ethnicity under the following sections of the General Data Protection Regulations (2018): Article 9 (2b) - processing is necessary to carry out the obligations and exercising specific rights of the controller or of the data subject in the field of social protection law; Article 9 (2g) - processing is necessary for reasons of substantial public interest.

Storing data

We will hold your data in line with the Group retention schedule. Once the retention schedule has passed we will destroy personal data appropriately. Student finance details are held for the current year + 5 years.

We will share your information with:

- Other departments in the College as necessary
- The Department for Education (DfE) including the Education and Skills Funding Agency (ESFA) and Learning Record Service (LRS).
- Your local authority and associated services
- Your parents/carers, to keep them informed about your progress and to assist you in your studies. If you do not want us to share your information with your parents/carers you should ask Student Services for an appointment with the Manager of Student Advice and Support.

Why we share your information

- We share your data with the Department for Education (DfE) on a statutory basis. This data sharing underpins college funding and monitoring of educational achievement.
- We share your data with your local authority as they have a legal duty to the Department for Education related to the tracking of young people's participation in education.
- We do not share your information with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

If you would like a copy of the information we hold about you, please email the Data Privacy Officer at DP@chichester.ac.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Have inaccurate personal data rectified
- Request your information to be deleted or destroyed. (Where possible your information will be deleted, however sometimes we must maintain some records for legal reasons).

If you are unhappy with the way we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at www.ico.org.uk. We would ask that in the first instance you give us a chance to put things right by emailing dp@chichester.ac.uk.

The Worthing College Data Protection Policy is available to view on our website www.worthing.ac.uk