



INFORMATION SECURITY & DATA PROTECTION: PRIVACY NOTICE FOR STUDENTS

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: ISMS Committee Reviewed by: Director of ICT	
Date of next review	October 2025

This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability.



Privacy Notice for Learners

Notice about how we use your personal information



How we share your personal information:

Application data is shared internally with the Learner Services staff and teaching staff. This is to enable the College to ensure that courses are relevant to your career aspirations. Information is collected and shared internally to ensure that the relevant people are aware of your support needs. The College may share your data with external agencies, including Lincolnshire County Council for transport, your current school, as well as other support services as required.

Enrolment & Exams

WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us:

The Enrolment & Exams department will collect your personal and educational details including, but not limited to your name, address, email address, date of birth, next of kin, telephone number, exam results, attendance, photo, dates of attendance, ethnic origin, residency, nationality, health records/conditions (inc. mental health), special needs details, sex and gender, as well as information relating to your fee remission e.g. wage slip, benefits etc.

The uses made of your personal information:

We will use your information to manage and administer your education. This will include information to determine your funding eligibility, enrolment, exam entry, claiming of achievements, course fees, access arrangements, providing letters to confirm attendance.

Basis on which we collect and use your personal information:

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

How long will we keep your personal information?

All your enrolment data will be held for a minimum of 7 years (or in line with the funding contract); registers and lic interest for us to 6(a)-33(s)10(8r)JTJW*nbtegk(d)-3(s)JTJET00.0000088



Finance
WHAT WOULD YOU LIKE TO KNOW ABOUT?

The information that you give us:

