

Notice about how we use your personal information

We are the data controller of personal information about you. We are The Windsor Forest Colleges Group. Our address is Langley College, Station Road, Langley, Slough, SL3 8BY. The college's registration number with the ICO is Z465993X.

Our Data Protection Officer is Yee Har Miller. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer by writing to Langley College, Station Road, Langley, Slough, SL3 8BY or by email to data.protection@windsor-forest.ac.uk.

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.

Admissions

The information that you give us

As part of your admission to the College we may collect your personal details including: name, address, date of birth, siblings, email address, previous school, first and second language, work assessment data, dates of attendance, exam/test results, religion, free school meals eligibility, ethnicity, health information, next of Kin details, parents' details, doctor's details, behaviour record, sex-related information, genetic data, special needs details and references.

The uses made of your personal information

We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges or employers your attendance dates if you leave.

The legal 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 we keep your personal information.

- for students who do not then enrol, we keep the data for 5 years.
- for students who do enrol, the college would keep the data in line with the enrolment data, which can be kept for up to 12 years plus the current year.
- CCTV data is only kept for 14 days, unless there is an incident when it will be kept for the period of the investigation plus 12 months.

How we share your personal information.

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:	Purpose:
Schools	To process the application and confirm enrolment in line with our duty around NEET
Local Authority	As part of our legal obligation under the Education Act 1996 section 507B for compulsory education for under 18-year olds
Youth Services	To support applicants where necessary with careers advice and other support services
Education & Skills Funding Agency (ESFA)	As part of a legal and contractual obligation to gain funding.
Learner Records Services	To gain Unique Learner Numbers and Personal Learning Records showing achievement, again which is part of our legal requirements with our funders and awarding bodies
AEB LLS	As part of a legal and contractual obligation to gain funding
Awarding Bodies and Professional Organisations	In order to enter students for relevant examinations and achieve their courses
Office for Students	As part of a legal obligation. The OfS is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017
Microsoft Azure	At the point of application we create your IT Account using Azure Active Directory, now called Microsoft Entra. The Group also uses Microsoft's UK South data centres for storage and processing of data - including Cognitive/AI Search services for information retrieval and App Services to run internal web applications. All student data held within Microsoft data centres is held and processed within the UK South region.
Google Workspace	At the point of application we create your IT Account within Google Workspace. We use Google Workspace for online learning and storage and processing of data. All student data remains within the European union.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:	Purpose:
Tribal Education	In the event of a system failure or other software error
Internal and External Auditors	To audit college processes which may include review of systems and student data

How we transfer your personal information outside the UK.

We do not store or transfer your personal data outside the UK except in circumstances where a contract or data sharing agreement exists.

Enrolment & Administration

The information that you give us

As part of our administration of the College we may collect your personal and educational details including: your name, address, email address, date of birth, exam results, course details, attendance, sports team membership, sibling details, photo, first and second language, work assessment data, dates of attendance, religion, ethnic origin, health records/conditions (inc. mental health), doctor's details, behaviour record, special needs details, employer details, benefit evidence, photographs, CCTV, National Insurance number, free school meal eligibility, previous school and sex-related data.

The uses made of your personal information

We will use your information to manage and administer your education. This will include information for making registers, class lists, trip lists, communications, reports, employer information (for example for apprentices and day release students) and to identify pupils who cannot be used for marketing photos.

The legal 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.

We have a legitimate interest in wishing to interact with you to manage and operate effectively our college and to ensure that the college is safe and secure for all persons on site.

How long we keep your personal information.

- for students who do not then enrol, we keep the data for 5 years.
- for students who do enrol, the college would keep the data in line with the enrolment data, which can be kept for up to 12 years plus the current year.
- CCTV data is kept for 14 days, unless there is an incident when it will be kept for the period of the incident plus 12 months.

How we share your personal information.

We may share the personal information that you give us with the following organisations (or types of organisations) for the following purposes.

Organisation / type of organisation:	Purpose:
Schools	To process the application and confirm enrolment
Education and Skills Funding Agency and Department for Education	As part of a legal and contractual obligation to gain funding.
Office for Students	As part of a legal obligation. The OfS is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017
AEB LLS	As part of a legal and contractual obligation to gain funding
Local Authority	As part of our legal obligation under the Education Act 1996 section 507B for compulsory education for under 18 year-olds
Youth Services	To support applicants where necessary with careers advice and other support services
Learner Records Services	To gain Unique Learner Numbers and Personal Learning Records showing achievement, again which is part of our legal requirements with our funders and awarding bodies
Awarding Bodies and Professional Organisations	In order to enter students for relevant examinations and achieve their courses
Microsoft Azure	At the point of application we create your IT Account using Azure Active Directory, now called Microsoft Entra. The Group also uses Microsoft's UK South data centres for storage and processing of data - including Cognitive/AI Search services for information retrieval and App Services to run internal web applications. All student data held within Microsoft data centres is held and processed within the UK South region.
Google Workspace	At the point of application we create your IT Account within Google Workspace. We use Google Workspace for online learning and storage and processing of data. All student data remains within the European union.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:	Service:
Survey Providers (Google, Microsoft)	Limited personal data such as name, course and contact details are passed to 3 rd parties to undertake surveys on the college's behalf to ensure and improve quality of provision to students and national benchmarking.
Mides	Limited personal data such as name, course and predicted grades / final grades in order to benchmark results across the sector.
ALPS	Limited personal data such as name, course and predicted grades in order to benchmark results across the sector.
CPOMS	Limited personal data such as name, course and circumstantial information that may be sensitive in order to fulfil safeguarding obligations
6 Dimensions	Limited personal data such as name, course, attendance and grades in order to benchmark results across the sector.
Mailshot services (ConstantContact)	Limited personal data such as name and contact in order to facilitate college communications and promote college courses
Purlos	Limited personal data such as name and contact in order to collect destination data
My ID Card	Personal data such as name, date of birth and image to generate an approved form of ID

How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside the UK except in circumstances where a contract or data sharing agreement exists. However, for international learners sponsored by their country we will confirm learners are enrolled and attending. Model clauses are in the agreements/contracts with these countries who send international students.

Finance

The information that you give us

In order to manage the financial affairs of the College we collect and hold the following information about you: funding information, student loans information, bank details, pre-pay card information (to use in cafeteria).

The uses made of your personal information

We will use your information to ensure your place is appropriately funded, to pay/receive payment from you.

The legal 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 we keep your personal information.

- The data is stored for 7 years plus current year as with all our other financial data

How we share your personal information.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:

- IPS / Pay My Student/ (Free School Meals / Cashless Catering / online shop)
Cunninghams (Cashless Catering)

Service:

They provide the system for cashless catering payments

How we transfer your personal information outside the UK.

We do not store or transfer your personal data outside the UK except where it is part of a contract or data sharing agreement.

Teaching

The information that you give us

As part of the delivery of our courses to you, our staff will collect (e.g., for marking purposes), the work that you create as well as your personal data as kept for administration in contacting you. In addition, when you use the IT systems we provide you with access to, we will process the data that you input.

The uses made of your personal information

We will use your information for the purposes of teaching you and measuring your achievements.

The legal 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.

How long we keep your personal information.

We keep academic work records for 5 years plus the current year

How we share your personal information.

[We may share the personal information that you give us with the following organisations (or types of organisations) for the following purposes.

Organisation / type of organisation:	Purpose:
Feeder Schools	To confirm achievement
Education and Skills Funding Agency and Department for Education	As part of a legal and contractual obligations to gain funding.
OfS	As part of a legal obligation. The OfS is the regulator of the higher education sector in England and has certain statutory functions set out in the Higher Education and Research Act 2017
Local Authority	As part of our legal obligation under the Education Act 1996 section 507B for compulsory education for under 18 year-olds
Youth Services	To support applicants where necessary with careers advice and other support services
Learner Records Services	To gain Unique Learner Numbers and Personal Learning Records showing achievement, again which is part of our legal requirements with our funders and awarding bodies
Awarding Bodies and Professional Organisations	In order to enter students for relevant examinations and achieve their courses

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:	Service:
Survey Providers (Google, Microsoft)	Limited personal data such as name, course and contact details are passed to 3 rd parties to undertake surveys on the college's behalf to ensure and improve quality of provision to students and national benchmarking.

Software and Cloud-based Services (Microsoft, Google)	To enable learning technology and communications
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How we transfer your personal information outside the UK.

We do not store or transfer your personal data outside the UK except in circumstances where a contract or data sharing agreement exists.

Marketing

The information that you give us

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information and year group.

The uses made of your personal information

We will use your information to: contact you if you have agreed to opt in to marketing campaigns for relevant information.

The legal basis on which we collect and use your personal information.

Where you have previously studied at the College or commenced an application process, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

How long we keep your personal information.

We keep the data for 2 years plus current year.

How we share your personal information.

We may also share your personal information with third parties who provide services to the College.

Organisation / type of organisation:	Service:
Contact and Survey Providers (Constant Contact, Google, Microsoft)	Limited personal data such as name, course and contact details are passed to 3 rd parties to undertake surveys and contact you on the college’s behalf.
Unifrog	Your data to enable a login is shared with the company to provide careers and jobs advice
Social Media	If you like or follow our pages then we will communicate with you in this way

How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside the UK except in circumstances where a contract or data sharing agreement exists.

Students Union

The information that you give us

For marketing purposes we collect: names, addresses, dates of birth, email addresses, course, year group and any sensitive data disclosed in election nominations such as LGBT.

The uses made of your personal information

We will use your information to:

- contact you about student union information and elections.

The legal basis on which we collect and use your personal information.

Where you have previously studied at the College or commenced an application process with us, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

How long we keep your personal information.

- Current year plus previous year

How we share your personal information.

We may share the personal information that you give us with the following organisations (or types of organisations) for the following purposes.

Organisation / type of organisation:

- National Union of Students
- College Students and Staff for election purposes

Purpose:

- to provide the benefits of the National Union of students to our college students

How we transfer your personal information outside the UK.

We do not store or transfer your personal data outside the UK except in circumstances where a contract or data sharing agreement exists.

How we monitor use of the College’s computers

We keep an eye on how you use the College’s equipment and computers and what websites you go on when you are browsing the internet at college. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly used, machine-readable format.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. You can find the latest copy of the privacy statement on the college website.