

## General Privacy Notice

The Windsor Forest Colleges Group respects your right to privacy. This Privacy Notice explains what information we may collect from you and what we do with it depending on the nature of your business with us.

The Privacy Notice applies to students, prospective students, employees, prospective employees, apprenticeship employers, suppliers, prospective suppliers, visitors who attend one of our campuses, visit our websites and social media pages or anybody who contacts The Windsor Forest Colleges Group by another means.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and Data (Use and Access) Act 2025.

### 1. About Us

The Windsor Forest Colleges Group is a general further education college. The group is made up of four colleges: Slough and Langley, Strode's, Windsor and Berkshire College of Agriculture (BCA).

Our registered office is:  
Slough & Langley College  
Station Road  
Langley  
Berkshire  
SL3 8BY

The Windsor Forest Colleges Group is the Data Controller<sup>1</sup> and our registration number in the Data Protection Register is Z465993X.

If you have any questions about the processing of your personal information, please contact the Data Protection Officer at [data.protection@windsor-forest.ac.uk](mailto:data.protection@windsor-forest.ac.uk).

### 2. What sort of information do we collect about you?

#### a) If you are a visitor to our website:

Our website uses cookies in order to improve your user experience by enabling our website to 'remember you' either for the duration of your visit to our website or for multiple visits. For further information on our website cookies please see our [Cookie Policy](#) which can be found on our website.

#### b) If you make a general enquiry, register to attend an event or register an interest in studying at any one of our campuses:

- We will collect personal contact details (GDPR article 6b Contracts) including email address, mobile telephone number and postal address so that we can respond to any enquiries you have regarding our courses, facilities and services;

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<sup>1</sup> Depending on your personal situation, there may be circumstances where one or more government departments will be acting as Data Controller. This will be only in respect of a specific subset of your data that TWFCG is required to share with government departments under contract.

- We may collect the name of your current/previous school and your subject interests (Article 6f Legitimate Interests) so that we can tailor advice and for monitoring purposes;
  - We collect your consent to keep in touch with you about our products and services and future events (GDPR Article 7 Consent)
- c) If you are a visitor to one of our campuses
- We use CCTV monitoring on all our campuses for security and health & safety purposes

All visitors to our campuses are required to sign in on the SignIn App.\* We will collect your name and vehicle registration for security and health & safety purposes.

*\*Please visit the SignInApp website <https://signinapp.com/about/data-security> for their Privacy Policy.*

- d) If you are a supplier of goods or services
- We will collect your contact information and where appropriate, we may also collect your bank account details.
- e) If you apply for a course or enrol as a student
- We will collect personal information in connection with your student application. Information on how we will collect, store and use your personal information is detailed in the Privacy Notice for Students which we share with you at enrolment and induction and is published on our website [here](#).
- f) If you apply for a job with The Windsor Forest Colleges Group
- We will collect personal information in connection with your application, and during the intake process. Full details are available in our Privacy Notice for Staff Applicants which can be found on our website [here](#).
- g) How is the personal information we collect used?

We undertake never to give your details to any third party without your express consent, nor to sell your personal details

We use your information to:

- Help answer your questions, solve any issues you have and reply to any enquiries
- Meet our statutory obligations as a further education establishment
- Be able to process your application
- Send you communications that you have requested and that may be of interest in relation to courses and services
- Meet contractual obligations
- Shape and improve the services we offer
- Conduct market research and examine trends which could assist in the development of our products and services
- Ensure the safety of all visitors, staff and students, as well as the protection of our properties and assets.

- Monitor for security, statistical and performance-measurement purposes and in order to detect and prevent abuse.

If you are applying to enrol, a student, or a new member of staff, at the point of application or before you commence employment, we create your IT account using Microsoft Entra (previously called Azure Active Directory). Microsoft Entra uses cognitive/AI search services for information retrieval and App Services to run internal web applications.

When you send an enquiry to the college via a public channel, e.g. email or WhatsApp, depending on the nature of your enquiry, you may receive a response that has been generated using AI (Artificial Intelligence).

#### h) Where do we store your personal information?

Your personal data is stored securely in different locations such as our student information management systems and personnel management systems. We have defined user access so that only those who are authorised can access your personal data.

We have a data retention schedule which is reviewed from time to time. We retain data in accordance with GDPR Article 5e (Storage Limitation) and only keep your data for as long as necessary to fulfil our duty as a college, for the duration of a contract or other relevant activity.

We are legally required in some cases to retain your data for specific purposes, such as by the Department for Education (DfE) in order to fulfil our statutory obligations.

#### i) Do we share your personal information?

Your information will be shared within our organisation with staff who need data in order to provide services or fulfil contractual obligations. This includes sensitive information that we may collect from you.

We will share your personal information with a number of external organisations when:

- There is a legal obligation, e.g. the DfE, local authorities,
- There is a legitimate interest e.g. an apprenticeship contract or a supplier contracted to process your personal information.
- Your data is requested by a law enforcement authority for law enforcement purposes.

### 3. How we share your personal information outside of the UK

- We do not normally share or transfer your personal data outside of the UK. Exceptions will be in circumstances where a contract or data sharing agreement exists. Where there is an option to process your personal data in the EU or UK we will select that option, but there may be exceptional circumstances when a processor will do that processing outside of the UK, e.g. due to volume of data traffic. We try to ensure that

in those circumstances there are appropriate safeguards to your personal data including utilisation of 'Zero Data Retention' policies.

4. Automated decision making
  - We do not use automated decision making to process your personal information.
5. Changes to Our Privacy Notice

We keep this privacy notice under regular review and reserve the right to make changes from time to time in order to keep it up to date and accurate. You can find a copy of the latest [privacy notices](#) and our [UK GDPR Policy](#) on the college's website.

## Your Rights

You have a number of rights over your personal information (GDPR Articles 15-22 Rights of Data Subjects), which are:

- the right to be informed – how and why your data is being used.
- The right to access your personal data
- the right to ask us to correct any errors in or update your personal information.
- the right, in certain circumstances to ask us to delete your personal information.
- the right, in certain circumstances to request that we restrict the use that we are making of your personal information.
- The right, in certain circumstances to obtain and reuse your personal data for your own purposes,
- The right, in certain circumstances to object to the use of your personal data
- the right not to be subject to a decision based solely on automated processing of your personal data

If you have any queries or wish to access your personal data, please send a request in writing to [data.protection@windsor-forest.ac.uk](mailto:data.protection@windsor-forest.ac.uk)

If you have any concerns about the way your personal data is processed by The Windsor Forest Colleges Group then you should write to our Data Protection Officer at [data.protection@windsor-forest.ac.uk](mailto:data.protection@windsor-forest.ac.uk). If your concerns are not resolved, then you can write to the Information Commissioner's Office (ICO). Information and guidance can be found on the ICO's website ([contact ICO](#)).