

Learner Bursary Privacy Notice

Who is the Data controller?

Walsall College

Address: Wisemore Campus, Littleton Street West, Walsall, WS2 8ES

www.walsallcollege.ac.uk

Email: dataprotection@walsallcollege.ac.uk

Name of Data Protection officer is Gurpreet Sandhu, contact details are 01922 657014

dataprotection@walsallcollege.ac.uk

What personal information does Walsall College collect?

We may collect the following personal data about students:

- Name, date of birth and gender
- Contact details – including address, telephone number and email address
- Details of household income, personal income - including Tax credits working and child tax, benefits, wages, DLA/PIP and carers allowance, P60, Bank Statements, Home Office Payments (Post Office Receipts), Pension Credit, Widows Pension or P45.
- Information about nationality and residency, and previous address if applicable
- Information about medical or health conditions, including the existence of a learning Disability or difficulty
- Ethnicity
- Funding information, bank details
- Information regarding personal circumstances, including whether or not you have an Education Health Care Plan, Child Protection Plan, whether or not you receive Disabled Students Allowance and care information.

Why do we collect personal information?

Walsall College collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as a Further Education College. Walsall College is committed to being transparent about data it collects and uses that data lawfully in line with its data protection obligations.

The above information is collected for students who wish to apply for a student bursary. The lawful basis of collecting this information is when entering into or for the performance of a contract with you for the purpose of distributing a student bursary.

Where the organisation processes special categories of personal data, such as information about ethnic origin, disability or health, this is done for the purposes of equal opportunities monitoring, monitoring of our service provision and to improve our services to specific groups. Our lawful basis for this is Equality of opportunity or treatment. We also use the data so we can personalise the provision to each learner to provide you with best possible opportunities to succeed which relies on consent.

For any information that has been supplied under the lawful basis of consent, your consent can be withdrawn at any time, by contacting the Guidance team at admissionsandfinance@walsallcollege.ac.uk

Who has access to data?

Your information may be shared internally with any Walsall College staff who need the data to provide services to you as a learner. This will include special categories of personal data where necessary.

Where Walsall College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, and they are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The organisation will share personal information for students that are applying for Bursaries to help with costs of study, the information is collected through a third party system managed by Pay My Student. Data collected is solely for the purposes of managing bursary applications and is not shared outside of this function. The College shares this information as part of our contractual obligations with Pay My Student.

Do we process data outside the European Union?

The College may transfer personal data outside the European Union to other countries on the basis that such countries are designated as having an adequate level of protection or that the organisation receiving the information has provided adequate safeguards (e.g. by way of corporate rules or standard data protection clauses), or where the College obtains your explicit consent to such transfers.

We will inform you of any envisaged international transfers in the relevant privacy notice.

How does the organisation protect data?

Walsall College takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. The Data Protection policy is available to view on our website.

For how long does the organisation keep data?

All data collected and processed on behalf of the ESFA or HEFCE will be held for as long as we are legally required to do so, as set out in the College retention schedule [link].

All other data will be held as long as is necessary to fulfil our legal obligations or carry out public functions. Details of how long specific records are retained is set out in the [Retention Schedule](#).

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;
- require the college to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances only);
- obtain and reuse your data for your own purposes across different services. (limited circumstances);
- object to the processing of personal information (specific circumstances); and

- object to the processing of your data for marketing purposes, this right always applies. Where the College is relying on its legitimate interests or performance of a public task as the legal basis for processing your personal data, you may also object to the processing and this will be considered on a case-by-case basis.

If you would like to exercise any of these rights, please visit our Individual Rights page on www.walsallcollege.ac.uk.

Where we reply upon student consent to process data this consent can be withdrawn at any time by contacting the IS Manager at twilde@walsallcollege.ac.uk

Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the data protection officer at dataprotection@walsallcollege.ac.uk. You also have the right to complain to the Information Commissioner at <https://ico.org.uk>

What if I do not provide personal data?

Data that is mandatory to provide will be highlighted on your enrolment form and failure to provide mandatory data required by the College to meet legal obligations in regard to provision to teaching and learning, safeguarding or other statutory obligation will impact on your ability to enrol or receive funding.

Changes to the Privacy Notice

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. We will not significantly change how we use information you have already given to us without your prior agreement. The latest version of this Notice can be found at on the College's website. This Privacy Notice was last updated on 27 July 2018.