

Student Survey - 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
- Course
- Curriculum Area/Apprentice Sector
- Cluster/Area

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 in in order to produce student satisfaction reports, which aim to improve the student experience.

Where the organisation processes personal data, such as the student name. This is done for the purpose of identifying the qualification that they are enrolled to, so that we can make course-specific improvements. This information is securely stored by the Quality Team until the end of the academic year and it is not shared with tutors or College managers. Walsall College uses this data so we can personalise the provision to each student, to provide you with best possible opportunities to succeed, which relies on your consent.

For any information that has been supplied under the lawful basis of consent, your consent can be withdrawn at any time, by contacting feedback@walsallcollege.ac.uk.

Who has access to data?

As part of the delivery of our courses to you, our staff will have access to survey results at course, curriculum area and Cluster level. Comments will only be shared at course level with senior managers, and students will not be individually identified in any way.

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 shares your data with third parties where there is a legal or contractual obligation. Including awarding bodies, ESFA, HEFCE, Learner Records Service (LRS) and Walsall Council for learners aged 16-18.

Information shared with Ofsted

Ofsted may request the results of student surveys as part of inspection or similar processes. In this eventuality, College, Curriculum Area and Course Level reports may be shared. These reports will not identify individual students; their purpose is solely to measure student satisfaction levels.

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?

This data will be held until the end of the academic year. 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 feedback@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>.

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 10 June 2019.