

Capel Manor College Student Privacy Notice

We are the data controller of personal information about you. We are Capel Manor College and we are located at five sites across the Greater London area. Our centre addresses are:

Capel Manor College
Bullsmoor Lane
Enfield
Middlesex
EN1 4RQ

Capel Manor College
Crystal Park Centre
Ledrington Road
London
SE19 2BS

Capel Manor College
Gunnersbury Park
Centre
Popes Lane
Acton
London
W3 8LQ

Capel Manor College
Regent's Park Centre
Inner Circle
Regent's Park
London
NW1 4NR

Capel Manor College
Brooks Farm Centre
Skeltons Lane Park
Leyton
London
E10 5BS

Our Data Protection Officer is Richard Davies. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at: dataprotection@capel.ac.uk

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

If you are a perspective student, an existing student or a previous student to our College this notice sets out how we use your personal information.

The document is divided into sections to help you navigate to the specific information you are looking for. Please select the areas about which you would like more information:

- [Admissions](#);
- [Administration](#);
- [Finance & Funding](#);
- [Teaching](#);
- [Alumni](#);
- [Marketing](#);
- [System Monitoring](#); and
- [Your Rights Over Your Personal Information](#)

Admissions

- [The information that you give us;](#)
- [the uses made of your personal information;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#) and
- [how we transfer your personal information outside Europe](#)

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, email address, first and second language, work assessment data, dates of attendance, exam and/or test results, religion, ethnicity, health information, doctor's details, behaviour record, sex-related information, genetic data, and special needs details.

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 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 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

Your personal information will be retained for as long as your application to join a programme of study is being processed. Should the process be terminated your data will only be held until it is clear that you do not intend to undertake education within Capel Manor College.

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 or third parties who provide services to the college:

Organisation	Purpose
BKSB Ltd	Initial Literacy and Numeracy assessment
UKCRBs	DBS checks for learners who may engage in regulated activity
PageOne	Provision of SMS messaging to applicants
One Team Logic	Safeguarding
MiDAS	Learning support
Scrutton Bland	Internal audit verification of College processes, procedures and practice.

How we transfer your personal information outside of Europe

In general, we do not store or transfer your personal data outside of Europe.

Administration

- [the information that you give us;](#)
- [the uses made of your personal information;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#) and
- [how we transfer your personal information outside Europe](#)

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, attendance, sports team membership, 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 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.

How long we keep your personal information

Your personal information will be retained for as long as your application to join a programme of study is being processed or you are enrolled as a learner. Should the application process be terminated or should you be withdrawn from your studies personal data will only be held until it is clear that you do not intend to undertake or continue with education within Capel Manor College.

How we share your personal information

Organisation	Purpose
UK and European Education Funding Agencies	Contractual funding requirement
Examining Boards and Awarding Bodies	Administration of qualifications
BKSB Ltd	Initial Literacy and Numeracy assessment
UKCRBs	DBS checks for learners who may engage in regulated activity
PageOne	Provision of SMS messaging to applicants
Local Authorities	Contractual requirement for students in receipt of high needs funding. Legal requirement under the Education & Skills Act 2008

Organisation	Purpose
Microsoft	Cloud hosted student email accounts
SmartAssessor	E-Portfolio for work based learners
One Team Logic	Safeguarding
MiDAS	Learning support
Scrutton Bland	Internal audit verification of College processes, procedures and practice.

How we transfer your personal information outside Europe

In general, we do not store or transfer your personal data outside of Europe.

Finance & Funding

- [the information that you give us;](#)
- [the uses made of your personal information;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#) and
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The information that you give us

In order to manage the financial affairs of the College we may collect and hold the following information about you: funding information, bank details, household financial information, Benefit or Tax Credit information, and pre-pay card information (for Refectory use).

The uses made of your personal information

We will use your information to ensure your place is appropriately funded, and/or 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

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

How we share your personal information

Organisation	Purpose
UK and European Education Funding Agencies	Contractual funding requirement
Examining Boards and Awarding Bodies	Administration of qualifications
Local Authorities	Contractual requirement for students in receipt of high needs funding. Legal requirement under the Education & Skills Act 2008
Debt collectors	Student invoice / fee information
MiDAS	Learning support
Scrutton Bland	Internal audit verification of College processes, procedures and practice.

How we transfer your personal information outside Europe

In general, we do not store or transfer your personal data outside of Europe.

Teaching

- [the information that you give us;](#)
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- o [how we transfer your personal information outside Europe](#)

The information that you give us

As part of the delivery of our courses to you, our staff will collect the work that you create as well as any assessment material you complete. They may also create digital images or other resources required as part of the assessment process.

In addition, when you use the IT systems we provide you with access to, we will process the data 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 will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

How we share your personal information

Organisation	Purpose
UK and European Education Funding Agencies	Contractual funding requirement
Examining Boards and Awarding Bodies	Administration of qualifications
Web enhanced learning environments	Delivery of curriculum
SmartAssessor	E-Portfolio for work based learners
BKSB Ltd	Initial Literacy and Numeracy assessment

How we transfer your personal information outside Europe

In general, we do not store or transfer your personal data outside of Europe.

Alumni

- [the information that you give us;](#)
- [the uses made of your personal information;](#)
- [the legal basis on which we collect and use your personal information;](#)
- [how long we keep your personal information;](#)
- [how we share your personal information;](#) and
- [how we transfer your personal information outside Europe](#)

The information that you give us

To maintain our Alumni network we collect and hold the following information about you: your name, address, email address, date of birth and dates of attendance.

The uses made of your personal information

We will use your information to manage and administer our Alumni network. This will include the use of email communications and contact via social media channels.

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

Generally, the information is processed on the basis of your consent. This can be changed or withdrawn at any time by updating your contact preferences on the relevant page on the Capel Manor College website.

How long we keep your personal information

Your personal information will only be retained as long as you continue to consent to be contacted by Capel Manor College.

How we share your personal information

We will not share your information directly with any third party organisations. However, our social media channels employ a number of contact 'bots' to personalise our communications with you. Examples of the companies that provide this service to us are: Mailchimp, Facebook, Sendpulse, Opt-in and Autoresponders, Dropbox, Twitter and LinkedIn

How we transfer your personal information outside Europe

In general, we do not store or transfer your personal data outside of Europe. However, we may transfer your data outside the European Economic Area (EEA) in the process of using different marketing and email systems.

Countries outside of the European Economic Area (EEA) do not always offer the same levels of protection to your personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria.

Some of our third parties service providers are based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we do our best to ensure a similar degree of security of data by ensuring at least one of the following safeguards is in place:

- We will only transfer your personal data to countries that the European Commission have approved as providing an adequate level of protection for personal data by; or
- Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission which give personal data the same protection it has in Europe; or
- If we use US based providers that are part of EU-US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place.

If none of the above safeguards is available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time

Marketing

- [the information that you give us;](#)
- [the uses made of your personal information;](#)
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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 enable you to partake in our promotions such as competitions, prize draws and free give-aways, to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising.

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 before, 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 (through giving you the option to unsubscribe).

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

How long we keep your personal information

Your personal information will only be retained as long as you continue to consent to be contacted by Capel Manor College.

How we share your personal information

We may share your personal data with the parties set out below:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers
- Government bodies that require us to report processing activities.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

How we transfer your personal information outside Europe

We may transfer your data outside the European Economic Area (EEA) in the process of using different marketing and email systems. Examples of

international transfers include our use of Mailchimp, Facebook, Sendpulse, Opt-in and Autoresponders, Dropbox, Twitter and LinkedIn.

Countries outside of the European Economic Area (EEA) do not always offer the same levels of protection to your personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria.

Some of our third parties service providers are based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we do our best to ensure a similar degree of security of data by ensuring at least one of the following safeguards is in place:

- We will only transfer your personal data to countries that the European Commission have approved as providing an adequate level of protection for personal data by; or
- Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission which give personal data the same protection it has in Europe; or
- If we use US based providers that are part of EU-US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place.

If none of the above safeguards are available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time

We will monitor your use of the College IT Systems

We monitor how you use the College's equipment, computers and which websites you go on when you are browsing the internet. This is because we have a legal obligation 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 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 and will update it from time to time to make sure it remains up-to-date and accurate.