



Privacy Notice for Evening Language Students

Under data protection law, individuals have a right to be informed about how the College uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data for students who enrol on our evening language courses

We, Brighton Hove and Sussex Sixth Form College, are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer by emailing dpo@bhasvic.co.uk

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about our adult students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Student and curricular records
- Characteristics, such as ethnic background
- Details of any learning difficulty, problems with numeracy and literacy or any special medical circumstances which might affect your learning
- Photographs
- CCTV images captured in College

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Assess the quality of our services
- Administer waiting lists

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need it to fulfil our contractual obligations to you
- need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How long we keep your personal information

We keep personal information about students while they are attending our College. We may also keep it beyond their attendance at our College for various reasons. The College has a Retention Policy which is available on our website which details how long we keep specific types of data

How we share your personal information

We do not share information about students who enrol on our evening language courses with any third party

How we transfer your personal information outside Europe.

We do not store or transfer your personal data outside Europe.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** by emailing: dpo@bhasvic.ac.uk