



GDPR Privacy Notice for Students

	Name of Company	Company Contact Details
Data Controller	Nottingham Tutorial College Limited	0115 845 6404

Introduction: NTC collects and processes personal information, or personal data, relating to students who attend the provision. This personal information may be held by NTC on paper or in electronic format.

NTC is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. The purpose of this privacy notice is to make you aware of how and why NTC will collect and use your personal information both during and after your placements with NTC. NTC are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all current and former students.

NTC has appointed a **Data Compliance Manager** to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how NTC handle your personal information, please contact them on the details below:

Data Compliance Manager	
Name	Paul Dobinson
Job Title	Business Manager
Telephone Contact	0115 845 6404
Email	paul@ntc.education
Postal Address	Falcon House, 15 Pelham Road, Nottingham, NG5 1AP

The Data Protection Principles: Under the GDPR, there are six data protection principles that NTC must comply with. **These provide that the personal information NTC hold about you must be:**

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

NTC is responsible for, and must be able to demonstrate compliance with, these data protection principles. This is called the Principle of Accountability.

What types of personal information do NTC collect about you? Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn't include anonymised data **i.e.** where all identifying particulars have been removed. There are also **special categories** of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health and genetic and biometric data.



NTC collects, uses and processes a range of personal information about you. **This includes (as applicable):**

- Your contact details, including your name, address, telephone number and personal e-mail address
- Your emergency contact details/next of kin
- Your date of birth
- Your gender
- Your dependants
- The start and end dates of your placement
- The terms and conditions of your placement: Referral pack, offer letters, risk assessments etc.
- Details of your skills, qualifications, experience and work history, both with previous provisions and NTC.
- Any disciplinary records
- Training records
- Safeguarding records
- Attendance Records
- Any termination of placements
- Information about your use of NTC IT systems, including usage of telephones, e-mail and the Internet
- Photographs
- Workbooks/work records

NTC may also collect, use and process the following special categories of your personal information (as applicable):

- Information about your health, including any medical condition, whether you have a disability in respect of which NTC needs to make reasonable adjustments, medical reports and related correspondence
- Information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation
- Information about criminal convictions and offences.

How do NTC collect your personal information? NTC may collect personal information about students in a variety of ways. It is collected during the referral process, either directly from you or sometimes from a third party such as the home school or referring agency. NTC may also collect personal information from other external third parties, such as information from former provisions which you attended.

NTC will also collect additional personal information throughout the period of your placement at NTC. Information may be collected in the course of your placement-related activities. Whilst some of the personal information you provide to NTC is mandatory and/or is a statutory requirement, some of it you may be asked to provide to NTC on a voluntary basis. NTC will inform you whether you are required to provide certain personal information to NTC, or if you have a choice in this. Your personal information may be stored in different places, including in your personnel file, in NTC's student management system and in other IT systems, such as the e-mail system.

CCTV:

We use CCTV to prevent and detect crime and also to fulfil our safeguarding duties toward staff, students and visitors. CCTV recordings may be passed onto third parties, such as the police, when necessary. Any evidence reordered on CCTV may be used as evidence in behaviour matters.

Why and how do NTC use your personal information? NTC will only use your personal information when the law allows NTC to do so. These are known as the **legal bases for processing**. NTC will use your personal information in one or more of the following circumstances:

- Where NTC need to do so to perform the placement/services you have been enrolled to NTC for
- Where NTC need to comply with a legal obligation
- Where it is necessary for NTC's legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override NTC's interests.

NTC may also occasionally use your personal information where NTC need to protect your vital interests (or someone else's vital interests).

NTC need all the types of personal information listed under "**What types of personal information do NTC collect about you?**" primarily to enable the organisation to perform its placements with you and to enable NTC to comply with its legal obligations. In some cases, NTC may also use your personal information where it is necessary to pursue its legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override NTC's interests. **NTC's legitimate interests include:**

- Performing or exercising NTC's obligations or rights under the direct relationship that exists between NTC and you as a student of NTC.



- Performing effective internal administration and ensuring the smooth running of the business
 - Ensuring the security and effective operation of NTC systems and network
 - Protecting NTC's confidential information
- NTC believe that you have a reasonable expectation, as an NTC Student that the organisation will process your personal information.**

The purposes for which NTC are processing, or will process, your personal information are to:

- Enable NTC to maintain accurate and up-to-date records and contact details (including details of whom to contact in the event of an emergency)
- Comply with statutory and/or regulatory requirements and obligations
- Carry out the placement in the student's best interests in conjunction with the home school
- Ensure compliance with your statutory and contractual rights
- Operate and maintain a record of disciplinary action
- Record and assess your education, training and development activities and needs
- Plan for outcomes and destinations
- Manage, plan and organise work
- Enable effective management
- Operate and maintain a record of attendance
- Meet NTC obligations under health and safety laws
- Operate and maintain a record of exclusions/suspensions
- Provide references on request for future employers
- Prevent fraud
- Monitor your use of NTC IT systems to ensure compliance with NTC IT-related policies
- Ensure network and information security and prevent unauthorised access and modifications to systems
- Ensure adherence to NTC rules, policies and procedures
- Monitor equal opportunities
- Enable NTC to establish, exercise or defend possible legal claims

Please note that NTC may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

What if you fail to provide personal information? If you fail to provide certain personal information when requested or required, NTC may not be able to carry out the placement, or NTC may be prevented from complying with its legal obligations. You may also be unable to exercise your statutory or contractual rights.

Why and how do NTC use your sensitive personal information? NTC will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law allows NTC to do so.

Some special categories of personal information **i.e.** information about your health or medical conditions and information about criminal convictions and offences, is processed so that NTC can perform or exercise its obligations in line with NTC data protection policy. Information about health or medical conditions may also be processed for the purposes of assessing the suitability of a student or medical diagnosis, provided this is done under the responsibility of a medical professional subject to the obligation of professional secrecy **e.g.** a doctor, and again in line with NTC data protection policy.

NTC may also process these special categories of personal information, and information about any criminal convictions and offences, where NTC have your explicit written consent. In this case, NTC will first provide you with full details of the personal information NTC would like and the reason it is needed, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which NTC are processing, or will process, these special categories of your personal information, and information about any criminal convictions and offences, are to:

- Assess your suitability for a place at NTC
- Comply with statutory and/or regulatory requirements and obligations **e.g.** carrying out criminal record checks
- Comply with the duty to make reasonable adjustments for disabled students and with other disability discrimination obligations
- Administer the contract NTC have entered into with you and your referring agency (home school)
- Ensure compliance with your statutory and contractual rights



- Operate and maintain a record of attendance
- Manage, plan and organise work
- Meet NTC obligations under health and safety laws
- Ensure effective business administration
- Ensure adherence to NTC rules, policies and procedures
- Monitor equal opportunities

Where NTC processes other special categories of personal information **i.e.** information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring and in line with NTC data protection policy. Personal information that NTC uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

NTC may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

Change of purpose: NTC will only use your personal information for the purposes for which it was collected. If NTC need to use your personal information for a purpose other than that for which it was collected, NTC will provide you and your referring agency, prior to that further processing, with information about the new purpose. NTC will explain the legal basis which allows the organisation to process your personal information for the new purpose and NTC will provide you with any relevant further information. NTC may also issue a new privacy notice to you.

Who has access to your personal information? Your personal information may be shared internally within NTC, including with members of the management team and teaching staff and IT staff if access to your personal information is necessary for the performance of their roles.

NTC may also share your personal information with third-party service providers (and their designated agents), including:

- External organisations for the purposes of conducting your placement at NTC
- External IT services
- External auditors
- Professional advisers, such as lawyers and accountants

NTC may also need to share your personal information with a regulator or to otherwise comply with the law.

NTC may share your personal information with third parties where it is necessary to administer your placement and where NTC need to comply with a legal obligation, or where it is necessary for the organisations legitimate interests (or those of a third party).

How does NTC protect your personal information? NTC has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, NTC limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from NTC's **Data Compliance Manager**.

Where your personal information is shared with third-party service providers, NTC require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. NTC only allow them to process your personal information for specified purposes and in accordance with our written instructions and NTC do not allow them to use your personal information for their own purposes.

NTC also has in place procedures to deal with a suspected data security breach and NTC will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where NTC are legally required to do so.

For how long does NTC keep your personal information? NTC will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, health and safety, reporting or safeguarding requirements

NTC will generally hold your personal information for the duration of your placement.



Once you have left, NTC will generally hold your personal information for **one year** after the end of your placement, but this is subject to:

- Any minimum statutory or other legal, health and safety, reporting for particular data or records.
- The retention of some types of personal information for up to **six years** to protect against legal risk.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from NTC IT systems and NTC will also require third parties to destroy or erase such personal information where applicable.

In some circumstances, NTC may anonymise your personal information so that it no longer permits your identification. In this case, NTC may retain such information for a longer period.

Your rights in connection with your personal information: It is important that the personal information NTC hold about you is accurate and up to date. Please keep NTC informed if your personal information changes **e.g.** you change your home address, so that records can be updated. NTC cannot be held responsible for any errors in your personal information in this regard unless you have notified the organisation of the relevant change.

Under data protection legislation, parents and pupils have the right to request access to information about them that NTC hold. To make a request for your personal information, or be given access to your child's educational record please contact NTC's **Data Compliance Manager**.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- where the processing of your data is based on your consent, you have the right to withdraw the consent at any time.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to this privacy notice: NTC reserves the right to update or amend this privacy notice at any time, including where NTC intends to further process your personal information for a purpose other than that for which the personal information was collected, or where NTC intend to process new types of personal information. NTC will issue you with a new privacy notice when NTC make significant updates or amendments. NTC may also notify you about the processing of your personal information in other ways.

Contact: If you have any questions about this privacy notice or how NTC handle your personal information, please contact NTC's **Data Compliance Manager**.