



Company information, (financial, employee, professional development records)

Website usage data.

Employee contract information (start dates, hours worked, post, roles and salary information, annual leave entitlement, employment history and professional development).

#### How we use this data

Your personal information will be used for purposes relating to education, training, employment, general advice services, well-being and research. The College may share non-sensitive personal information about you with other organisations.

Information may be passed to Government agencies (including but not limited to the Education and Skills Funding Agency) to meet funding arrangements. Where necessary it is also shared with the Department for Education (DFE).

The information is used for the exercise of functions of these Government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. It is also used, in collaboration with the appropriate organisations, to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

It is used by the Derby College Group to:

to process applications, enrolments and workforce development programmes and contracts

for Derby College Group's own internal records so that it can provide a high-quality service

to contact individuals in response to a specific enquiry

to customise Derby College Group's services so they work better for individuals to contact individuals about services, products, offers and other things provided by the Derby College Group, which it thinks may be relevant

to contact individuals via e-mail telephone or mail for research purposes

At no time will the Derby College Group assume permission to use information that is

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Further information about use of and access to personal data, and details of organisations with whom the data is regularly shared are available at:

**ESFA Privacy Notice** 

ESFA privacy notice - GOV.UK (www.gov.uk)

**ILR Privacy Notice** 

https://guidance.submit-learner-data.service.gov.uk/23-24/ilr/ilrprivacynotice

LRS Privacy Notice

LRS privacy notice - GOV.UK (www.gov.uk)

Derby College Group has identified that it meets a number of lawful basis for processing (as set out in Article 6 of the UK GDPR). In summary:

For processing enquiries and applications to the College the lawful basis is legitimate interest.

For processing information relating to and individuals programme of study the lawful basis is legitimate interest and may also be linked to a contract.

For gathering information about the destination of an individual once they have left the College the lawful basis is legitimate interest.

For contacting individuals who have completed a course at the College (Alumni) the lawful basis is consent.

# Security

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Organisations that Derby College Group may share personal information with includes:

**Awarding Bodies** 

**BKSB** 

Collegeip

Cognassist

Companies House

Department for Education

**DWP** 

East MidlandsTrains

**Education and Skills Funding Agency** 

**Employers** 

**ESF** 

**HMRC** 

**Higher Education Institutions** 

Learning platforms

Local authorities (For example: Derby City Council, Derbyshire County Council,

Nottingham City Council)

Mailchimp

Nurseries and pre-schools

Office for Students (Graduate Outcomes)

Ofsted

Pension Service

Police

Schools

Social Care

**Sub-contractors** 

Think Alumni

**UCAS** 

Information may be shared with third parties if it is in connection with the service being provided to individuals, for example, Derby College Group might share information with market research companies contracted to undertake work on

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Derby College Group has found that it is very beneficial to the young person's progress as a student if the College is able to engage with the parents (or guardian/carer). Therefore, it is very important that we have the parents' details recorded on its systems.

If you are under 18 we will contact your parent(s) or legal guardian throughout your time with us to share progress. We will also contact them if you experience any problems at college or if there are any issues with your attendance.

If a student has any concerns about disclosing this information to a parent/guardian, please contact DPO@derby-college.ac.uk and we will ask a member of the Safeguarding team to contact you.

## Photographs/Video

Occasionally, Derby College Group may take photographs of students or visitors. The College may use these images in our prospectus or in other printed publications that we produce, as well as on our website. The College may also make video or webcam recordingsiege Gg(di)-1 (w)1.7 (ebc)-1..o e von2 (s)]TJ-0te.

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- d) The purpose is to support, develop and enhance the learning experience of Derby College Group staff or students such as inductions, projects and training.
- e) The purpose is for a Manager or nominated memD/GS0 gsp.3for nomnducoJ0 Tc 0 T

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The following types of personal data may be captured during a recording:

Voice

Image (in video recordings)

Personal opinions

Actions taken or contributions made (e.g. audience participation)

The software may record personal data of the teacher/assessor, student or other person attending a lesson or event.

As this method is primarily being used as a teaching tool, it is not intended that these recordings should be used to record sensitive or special categories of data.

Recordings relating to taught material will be made available to registered Derby College Group students.

We will not normally share these recordings with any other party. Any specific requests from

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### **Subject Access Requests requesting Examination Results**

If a request is made once the exam results have been published, we will aim to respond within one calendar month. If a request is made before the results have been announced and published, we will respond within five months of the date of the request; or within 40 days from when the results are published (whichever is earlier). This is in line with the ICO guidelines on exam results: https://ico.org.uk/your-data-matters/schools/exam-results/

The easiest way to make a request is to complete the online Subject Access Request Form which can be found on our website at https://www.derby-college.ac.uk/gdpr. A hard copy of this form is available on request from Derby College Group. Alternatively, a request can be made directly to the Data Protection Officer at dpo@derby-college.ac.uk.

### **Complaints or Queries**

If there are any questions about Derby College Group's collection and use of personal data, please contact the Data Protection Officer at dpo@derby-college.ac.uk.

If you have a concern about the way Derby College Group has handled or is handling your personal information, or you wish to make a complaint because we have not complied with our obligations, you can make a complaint to the Information Commissioners Office (ICO). You should raise your concerns with within three months of your last meaningful contact with the Derby College Group. Details of how to do this are on the Information Commissioners Office website: https://ico.org.uk/concerns/handling

By post: If your supporting evidence is in hard copy, you can print out the form and post it to the ICO (with your supporting evidence) to:
Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

#### **Privacy Notice Changes**

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