

TEC Partnership – Learner Privacy Statement

Why do we collect personal information?

TEC Partnership collects and processes personal data relating to its potential learners and learners to effectively manage learning and to meet its statutory obligations as a further and higher education institution in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 (DPA 2018). TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

TEC Partnership gratefully acknowledges support from the European Social Fund (ESF) for some of its provision. Adult and apprenticeship provision may be part-financed by the European Union through ESF funding. ESF supports activities to extend employment opportunities and develop a skilled workforce.

TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centres, NET UK and Modal Training (and its trading styles of Humber Maritime College and Transafe Training).

What personal information does the organisation collect?

TEC Partnership collects and processes data using Article 6, Lawfulness of processing and Article 9, Processing of special categories of personal data as part of the UK GDPR Regulations:

1. TEC Partnership has a legitimate interest to process enquiries, careers advice requests, event registrations and applications and to keep in touch with these potential learners.
2. The data collected and used as part of the enrolment and on programme process is to meet the organisations legal and contractual obligations.
3. We collect emergency contact details (Vital Interests). For those over age 18 at the start of the academic year, the information is optional.
4. We collect parent/carer details for those under 18 in order to meet our public duty to support education and learning as fully as possible.
5. The data collected as part of the visits and trips process is to meet the organisations legal obligations
6. The data collected relating to health care and Special Educational Needs is to meet the organisations legal obligations.
7. We ask permission to access learning and achievement records collected by UK education bodies. Access to this information assists in confirming achievement and avoids having to present evidence of achievement on enrolment or progression.
8. We record learner destinations when leaving TEC Partnership e.g. continuing education elsewhere or employment as part of the organisation's public duty as a further and higher education college.
9. We monitor how learners use TEC Partnership IT equipment and computers and what websites are visited when browsing the internet. This is because we have legal obligations to protect our learners, and have a legitimate interest in making sure equipment is used correctly.
10. We obtain consent to photograph and film learners for marketing and promotional purposes and to allow us usage rights.
11. Consent is obtained to send marketing communications.
12. TEC Partnership have a legitimate interest to invite learners to join its Alumni association.
13. We use CCTV for the security and safety of learners, staff and visitors.

How is this collected and stored?

Most of the information above is collected directly from yourself via an enquiry, application or enrolment form. However, some information such as previous qualifications, or Special Educational Needs data, will be collected from other organisations such as the Local Education Authority, your previous school or the Department for Education (DfE)

Data will be stored in a range of different places, including the learner information management system, paper records stored in secure places, or as electronic documents within a secure network.

How long will you keep data for?

All data collected and processed will be held for as long as is necessary to fulfil our duty as a college:

- Application data is held for 3 years following the academic year in which you apply.
- Application data for apprentices is held for 1 year following the academic year in which you apply
- 14 – 18 year olds learner records funded through the Education and Skills Funding Agency (ESFA) is held for 6 years following the current academic year .
- Adult learner and apprentice records funded through the ESFA and ESF, are held until specified by the ESFA.
- Learner records for higher education learners funded through the Office for Students (OfS), is held for 6 years following the current academic year with transcripts being held for 120 years from date of birth.
- Bursary and learner support fund data is held for 5 years following the current academic year. If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the bursary application form securely deleted.
- Full cost provision records is held for 6 years following the current academic year unless awarding body requirements state otherwise.
- Data relating to visits and trips is held for 3 years following the academic year in which you apply.

Who has access to data?

Information is shared internally, with any TEC Partnership staff who need access to the data.

TEC Partnership shares data with organisations to fulfil its contractual and legal obligations such as:

- Funding organisations including the ESFA ([ESFA privacy notice - GOV.UK \(www.gov.uk\)](#)) and OfS ([Privacy notice - Office for Students](#))
- Awarding Bodies
- Local Authorities
- Police
- Health, social and welfare organisations
- HMRC

Where TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with UK GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can:

- Obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Request for your personal data to be deleted, for example, where you believe the data is no longer necessary;
- Stop your data being processed, for example, withdrawing your consent;
- Object to the processing of your data, for example, how your data is being used;

Requests should be sent to the Data Protection Officer – dpo@tecpartnership.ac.uk

If you are not satisfied with how TEC Partnership is processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights from the Information Commissioner's website at www.ico.org.uk