

## **Student Privacy Notice (How we use student information) 2025 - 2026**

This notice sets out how we use your personal information and in particular what personal information we collect and:

- what we do with your personal information;
- the lawful basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information including whether we transfer your personal information outside of the European Economic Area (“EEA”); and
- your rights over your personal information.

### **The categories of student information that we collect, process (use), hold and share include**

- Personal information (such as name, address, contact details, date of birth, gender, next of kin and unique student number);
- Details of your previous qualifications and educational history;
- Characteristics (such as ethnicity, language, nationality, country of birth and eligibility for free meals, etc);
- Course information (admission, enrolment, etc);
- Assessment/progress information and attainment (how well you are doing with your course);
- Details of any scholarships or bursaries applied for;
- Safeguarding and information relevant to any breaches of the Support for Continuing Studies (student behaviour) Policy including details of any suspensions or exclusions;
- Details of any special educational needs;
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Accommodation information (so we can assess your application and suitability for residing in Student Accommodation, allocate rooms, process payments, etc);
- Relevant medical information (so we can support you);
- Information relating to learners with learning difficulties/learning disabilities; and
- CCTV images including ANPR and your image (photograph) for your-Student ID card/college transport card (where relevant)

We also collect data about criminal convictions, cautions and charges, etc in order to protect staff and students and discharge our obligations under safeguarding legislation, and in order to support those with a conviction.

## How is this collected?

Most of the information above is collected directly from yourself via an application or enrolment form, or if you interact with us via social media. However, some information may be collected from other organisations such as the Department for Education (DfE), your local education authority, or your previous school.

If you go on to apply to undergraduate or postgraduate programmes at the College, we may collect information relating to your higher education applications from third parties such as UCAS, Student Loans Company, etc This will be information you will have provided to these third parties, by interacting with them.

## Why we collect and use this information

We use this information:

- to provide education, support student learning and to provide general advice services for students;
- for enrolment purposes, to consider whether to offer places to students and to record and track a student's learning journey, once their application to the College has been successful;
- to maintain learner profiles and records of work for each student;
- to monitor student progress and attainment;
- to arrange student travel or accommodation;
- to provide catering services;
- to organise offsite activities or student work experience;
- for handling student funding and bursaries;
- for safeguarding purposes including maintaining the Single Central Record and to provide appropriate pastoral care;
- to keep students safe (food allergies, or emergency contact details);
- to maintain the College's accounts and for insurance purposes;
- to process financial transactions (payment for offsite activities, accommodation, etc);
- to assist with the collection of monies due to the College;
- to assist City of York Council Electoral Services check the eligibility to vote of students and add such students as are eligible to the electoral register;
- to enable City of York Council Tax department to apply appropriate exemptions and discounts for council tax purposes (if applicable) to qualifying full time students;
- in the case of use of CCTV, to maintain the security of the College's premises, for preventing and investigating crime and when investigating alleged breaches of the Student Charter, behavioural issues, etc (see the College's CCTV Policy for further details);
- to maintain accident records and to otherwise comply with health and safety legislation;
- to assess the quality of our services and for complaints handling;
- to meet the statutory duties placed upon us for the Department for Education (DfE) data collections;
- and to otherwise fulfil our statutory obligations as an educational institution under the Further and Higher Education Act 1992, Education Act 1996 and other applicable legislation.

## The lawful basis on which we use this information

We are subject to statutory and legal obligations requiring us to process this information. We are also required to process this information to enable us to perform our contractual obligations to you, such as provision of education and provision of accommodation and or transport services. In some instances, we are required to process this information as we as a college are performing a task in the public interest (provision of education). In some instances, we may decide to process this information because it is in our legitimate interests to do so. For instance:

- for internal record keeping;
- to monitor and evaluate the effectiveness of our programmes, activities, events and marketing materials through research, statistical analysis and surveys;
- to monitor and evaluate trends in applications to the College through statistical analysis;
- to monitor and evaluate the effectiveness of our electronic communications through statistical analysis;
- to contact you with information about the College, or our events and activities that may be relevant to you where you have not objected to us doing so;
- to take photographs, audio and video footage at our events, activities, and programmes for use in the College's digital and printed promotional materials, communications, publications and social media sites.

For some non-core purposes, ie not directly related to your study with us, such as for marketing purposes (including satisfaction surveys, etc), offsite activities and events, provision of catering services (canteen) and transport, etc we require your consent to process your personal information. You can withdraw your consent for this processing at any time; but this could have consequences in terms of us being able to provide those non-core services to you.

### Special Category Data

Special category data is personal data which the UK GDPR and Data Protection Act 2018 says is more sensitive, and so needs more protection.

Information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation

is Special Category Data.

Processing of Special Category Data is necessary for the performance and discharge of the College's contractual obligations to you, ie provision of education, to comply with legal and

statutory requirements relating to that provision, and in order for the College to be able to carry out a task in the public interest (provision of education), and is in accordance with Articles 6 and 9 UK GDPR and section 10 and Schedule 1, Part 1 of the Data Protection Act 2018, specifically paragraph 8(1) of Schedule 1, Part 1 (equality of opportunity and treatment), paragraph 16 (support for individuals with a particular disability or medical condition), paragraph 17 (counselling), paragraph 18 (safeguarding of children and of individuals at risk) and paragraph 20 (insurance).

## **Criminal Offence Data**

Processing of Criminal Offence Data is necessary for the performance and discharge of the College's contractual obligations to you, ie provision of education, to comply with legal and statutory requirements relating to that provision (including safeguarding), and in order for the College to be able to carry out a task in the public interest (provision of education), and is in accordance with Articles 6 and 10 UK GDPR and section 10 and Schedule 1, Part 1 of the Data Protection Act 2018, specifically paragraph 18 (safeguarding of children and of individuals at risk) and paragraph 29 of Schedule 1, Part 1 (consent).

## **Collecting student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## **Storing student data**

We hold data securely for the set amount of time shown in our data retention schedule. How long we hold this information for will depend on the type of information that is being held and why it is being held.

For further details, the College's Data Retention Policy is available at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/> . See also the College's Student Recruitment and Marketing Privacy Statement, also available at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/>

## **Who we share student information with**

We routinely share student information with:

- educators and examining bodies;
- awarding bodies;
- UCAS;
- suppliers (provision of catering, transport, etc);
- careers services;
- our local authority;
- your local authority and your previous school;
- local authority SEN teams (if you have an EHCP, so we can discuss what support we can put in place for you and review that support);

This is because local authorities have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

- City of York Council Electoral Services;
- City of York Council Council Tax department;
- Ofsted;
- Office for Students (OfS);
- the Department for Education (“DfE”);
- Higher Education Statistics Agency (“HESA”)(see Appendix A below) and
- Student Loans Company;
- awarding organisations;
- End Point Assessment Organisations such as Lantra, TQUK<sup>1</sup> and Skills and Education Group<sup>2</sup>;
- an employer offering work placement to a student;
- anti-plagiarism services such as “Turnitin”, etc
- 3<sup>rd</sup> party apps to support Curriculum delivery.

## Why we share student information

We will share your data with some third parties, including the Department for Education (“DfE”), LEAs, OfS, Ofsted, Student Loans Company, Higher Education Statistics Agency (“HESA”) and awarding bodies where this is necessary for the provision of your education or other core purposes and or where there is a statutory obligation to provide this information. For instance, every student must have an Individualised Learner Record (ILR) and the College must collect data about learners and learning undertaken and share those details with the DfE as a condition of its funding. Your information may be shared by the DfE with third parties for education, training, employment and well-being related purposes, including for research. In some instances, the DfE (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. This will only take place where the law allows it and the sharing complies with data protection legislation. The DfE is the data controller for personal data processed by the DfE. To see how the DfE will use your information, please go to <https://www.gov.uk/government/organisations/department-for-education>. See also <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>.

If you are under 18 years of age, the College also reserves the right to disclose information to your parent, guardian, carer, for instance, to discuss your progression, details of your attendance, etc, or your employer (regardless of your age), where connected with the College. Where your consent is required for us to share your information with third parties such as the provision of catering and transport, offsite activities, etc there will be a clear purpose for the sharing and a data sharing agreement will be put in place to define expectations for the use, control and security of that data. Where your consent is required for us to share your information with third parties, you can withdraw your consent at any

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<sup>1</sup> [GDPR & Privacy policy.pdf](#)

<sup>2</sup> [Protecting your privacy : Skills and Education Group](#)

time; but this could prevent those services being provided to you. In some cases, it may be necessary for us to share your personal data without your consent, for instance, with the Police and or Social Services, where it is in your “vital interests” to do so, such as in an emergency situation, where it may not be possible to obtain your consent. We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

## **Sharing your information with your parents**

We would like to keep your parent/guardian/carer up to date as necessary with information relating to you and or your course/place of study. The types of information we may share may include details of your course progression, details of your attendance, details of any College closure, updates regarding parent/carer events, updates relating to impact of external issues and details of College responses to events such as with the Covid-19 pandemic. We will never use this information to send promotional content and will only share this information with your parents with your express consent (unless required by law or where it is in the College’s legitimate interests), which can be withdrawn by you at any time by simply contacting Student Records.

**If you are under 18 years of age, we reserve the right to discuss e.g. your attendance, behaviour, financial matters including bursaries and any safeguarding issues with your named contacts.**

## **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections. We also need to share data with the DfE for funding purposes.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For further details, please see <https://www.gov.uk/government/organisations/department-for-education>

## **HESA (Higher Education Students only)**

HESA (Higher Education Statistics Agency Limited) is the official agency for the collection, analysis and dissemination of quantitative information about higher education (HE) in the UK, and the Designated Data Body for England ([www.hesa.ac.uk/about](http://www.hesa.ac.uk/about)).

HESA collects information from higher education providers in the UK at the request of its Statutory Customers (<https://www.hesa.ac.uk/about/what-we-do/statutory-customers>).

HESA and its Statutory Customers are Controllers of the HESA records under GDPR. HESA's ICO registration number is Z7475057.

HESA's wholly-owned subsidiary company HESA Services Limited may also act as a Controller of the data and provides anonymous or pseudonymised data extracts for research purposes. HESA Services Limited's ICO registration number is Z7899462.

All uses of personal data collected by HESA are described in the Collection Notices at [www.hesa.ac.uk/about/regulation/data-protection/notices](http://www.hesa.ac.uk/about/regulation/data-protection/notices).

## **Transferring your personal data outside of Europe**

Unless otherwise stated, your information will remain at all times within the UK and or European Economic Area ("EEA"). If we have to transfer your personal data outside the EEA, we will only do so where:

- the recipient or recipient country ensures an adequate level of protection for your personal data;
- the recipient or recipient country is subject to an approved certification scheme or code of conduct with binding and enforceable commitments which amount to appropriate safeguards for your personal data;
- we have put in appropriate safeguards with the recipient or recipient country to protect your personal data such as a data sharing agreement;
- the transfer is permitted by law; or
- you expressly consent to that transfer.

## **Monitoring of the College network and use of College Wi-Fi**

The College uses Smoothwall and Senso to monitor computer use to safeguard staff and students.

Smoothwall is a firewall and web filter used to support digital safety and wellbeing.

Senso is a cloud-based platform for device monitoring and management. Monitoring is 24/7 and also includes use of Teams.

'Safeguarding' is a legal obligation. All organisations that work with or come into contact with children should have safeguarding policies and procedures in place to help them keep children safe.

If you connect to the College network or Wi-Fi using your personal device, or a College-issued device, then your use of the College network and systems will be monitored, for safeguarding purposes.

The Safeguarding team will be informed of any inappropriate use and in extreme cases, such as, for instance, where child pornography is viewed, downloaded or disseminated, then the police and other appropriate authorities will be informed.

The type of data that Smoothwall and Senso collects is username, date, time, IP address (internal users only) and the site(s) visited.

Any data captured by Smoothwall and Senso will be retained for up to one year. After which, it will be deleted or otherwise destroyed.

## Requesting access to your personal data

Under data protection legislation, students have the right to request access to information about them that we hold. To make a request for your personal information contact, contact the College's Data Protection Officer, Judith Clapham, either by contacting Judith at [judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk) or at [DataProtection@askham-bryan.ac.uk](mailto:DataProtection@askham-bryan.ac.uk)

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting Judith Clapham, either at [judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk) or at [DataProtection@askham-bryan.ac.uk](mailto:DataProtection@askham-bryan.ac.uk).

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Complaints

If you are not satisfied with how the College has processed your personal data, or are not satisfied with how the College has responded to a request to exercise one or more of your data subject rights, as set out above, you have the right to make a complaint. In the first instance, this should be to the College; but you also then have the right to refer the complaint to the ICO if you are not satisfied with the College's response.

Please submit full details of your complaint to [enquiries@askham.bryan.ac.uk](mailto:enquiries@askham.bryan.ac.uk), as per the College's Complaints Policy which is available at <https://www.askham-bryan.ac.uk/publication-scheme-customer-services/> Please use the Stage 2 Compliant form which is also available at <https://www.askham-bryan.ac.uk/publication-scheme-customer-services/>

In accordance with the College's Complaints Policy, all complaints will be acknowledged within 2 working days, and the College will endeavour to provide a response within 10 working days. If more time is needed to investigate your complaint and provide a response, we will let you know. If you are not satisfied with the College's response to your complaint, you have the right to appeal, and ultimately, the right to complain to the ICO.

Please note: although you may complain to the ICO at any time, the ICO is likely to ask you to exhaust the College's complaints process first, before it processes your complaint. Please see the ICO's website [www.ico.org.uk](http://www.ico.org.uk) for further details.

## Further information

If you would like to discuss anything in this privacy notice, please contact Judith Clapham, either at [judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk) or at [DataProtection@askham-bryan.ac.uk](mailto:DataProtection@askham-bryan.ac.uk)

The College is registered with the Information Commissioner's Office ("ICO"). The Registration Number is Z6170811. Renewal of the registration takes place annually on 22 January.

Please also see the Data Protection Policy which is available at <https://www.askham-bryan.ac.uk/publication-scheme-data-protection/>

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated 10<sup>th</sup> June 2026.