

Document name	Student Privacy Notice
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1. Who is the Data Controller?

East Sussex College Group

ECAT House

Cross Levels Way

Eastbourne

BN21 2UF

Website: <https://www.escg.ac.uk/about/data-protection/>

Email: data.protection@escg.ac.uk

As the Data Controller, East Sussex College complies with the Data Protection Act 2018, the UK General Data Protection Regulation 2016/679 as amended by the Data (Use and Access) Act 2025, and related legislation (together, 'Data Protection Laws').

2. Why does the college collect personal data?

- 2.1. The college collects and processes personal data relating to its students to effectively manage your learning and to meet its statutory obligations as a further education college and, where applicable, conduct educational or scientific research in the public interest as permitted by Data Protection Laws.
- 2.2. The college is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations, including ensuring appropriate safeguards for research or automated processing.

3. What personal information does the college collect?

- 3.1. The college collects the following personal data under UK GDPR Article 6b (Contract), and 6e (Public Task) to meet its legal obligations with the Department for Education (DfE), Department for Works and Pensions (DWP) and Office for Students (OfS)¹.
- 3.2. This data collection is necessary for the college to carry out its public task to provide education and training and may also be used for compatible purposes such as scientific or historical research, subject to appropriate safeguards (e.g., data minimization or pseudonymisation). The college is required by the DfE to retain this data for seven years from the end of the academic year in which it was collected unless extended for research or archiving purposes with approval from the Data Protection Officer.
- 3.3. Where automated decision-making (e.g., for eligibility assessments) involves personal or special category data, the college ensures human intervention is available unless an exemption applies under Data Protection Laws.
- 3.4. **Personal data**
 - Details about yourself including your name, date of birth, etc.
 - Contact details – including address, telephone number and email address
 - Details of your previous qualifications, employment and educational history
 - Information about your nationality and residency, and previous address if applicable
 - Household information (this is collected only for the DfE and is not used by the college)
 - Employment status and benefit(s)
 - Visual images captured via CCTV
- 3.5. **Special category data**

¹ See Appendix 1 for details of DfE and OfS data sharing.

- Collected under UK GDPR Article 6c (Legal Obligation, e.g. Special Educational Needs and Disabilities Act 2001, Equality Act 2010) and Article 9 for processing special categories
 - This includes information about medical or health conditions, including learning disabilities or difficulties; racial or ethnic origin; sex; gender identity; religious beliefs; and sexual orientation
 - This data is processed for equal opportunities monitoring, to improve services for specific groups, to comply with legal obligations, and, where applicable, for scientific or historical research in the public interest with appropriate safeguards. If automated decision-making is used with this data, human intervention options will be provided
- 3.6. **Criminal convictions**
- This is collected in order to protect vital interests of others (UK GDPR Article 6d (Vital Interest)), and to
 - Carry out the college's duty to support those with a conviction (UK GDPR Article 6e (Public Task))
- 3.7. **Emergency contacts**
- UK GDPR Article 6d (Vital Interests)
 - For those over age 18 at the start of the academic year, the information is optional
- 3.8. **Parent/carer details**
- For those under 18 at the start of the academic year parent/carer contact details are collected under UK GDPR Article 6e (Public Task) to support education and learning
 - Where the college uses digital services (e.g., online platforms for enrolment or communication), data processing is designed to protect children's privacy, considering their developmental needs, as required by Data Protection Laws
 - Consent from your parent/carer will be requested for uses requiring it, such as photos or enrichment activities, and can be withdrawn at any time by contacting the Data Protection Officer

4. How is this data collected?

- 4.1. Most of the information above is collected directly from you via an application or enrolment form.
- 4.2. Some information such as previous qualifications, or special educational needs, may be collected from other organisations such as the DfE, the relevant local authority, or your previous school.

5. Where does the college store data?

- 5.1. Data is stored in a range of different places, including the student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

6. Why does the college need to process personal data?

- 6.1. The college needs to process data so it can provide students with the highest standards of education and training possible and to meet the legal obligations from government organisations including the DfE and OfS and, where applicable, conduct scientific or historical research in the public interest.
- 6.2. Data regarding employment status and benefit(s) is required to assess your eligibility for fee remission or support.
- 6.3. Special category data, such as ethnicity, disability, or health, is processed for equal

- opportunities monitoring, to comply with the Equality Act 2010, and to improve services for specific groups. This data may also be used for research purposes with appropriate safeguards.
- 6.4. The college personalises provision to each student to provide the best possible opportunities to succeed. Where automated decision-making is used (e.g., for assessments or eligibility), human intervention is available unless exempted.
 - 6.5. The college may ask for your consent to use certain personal information, such as for photos, surveys, or marketing. You can withdraw your consent at any time by contacting the [Data Protection Officer](mailto:data.protection@escg.ac.uk) at data.protection@escg.ac.uk.
 - 6.6. Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn. However, the college will use contact information to contact you in order to carry out its duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys.
 - 6.7. The college operates CCTV systems across its campuses to ensure the safety and security of students, staff, and visitors, and to prevent and investigate incidents of crime or misconduct. The lawful basis for this processing is our legitimate interest in maintaining a secure learning environment (UK GDPR Article 6(1)(f)) and fulfilling our legal obligations under safeguarding legislation (Article 6(1)(c)).
 - 6.8. Telephone call recording and note-taking for safeguarding purposes: in circumstances where a telephone conversation includes information relating to student welfare, safeguarding concerns, or other serious matters, the college reserves the right to record the call. Notes may also be taken during such calls to accurately document the discussion. Both recordings and notes will be stored securely under the student's confidential notes and will be accessible only to designated safeguarding personnel and other authorised staff with a legitimate need to know. This measure is taken in accordance with the college's safeguarding and data protection policies to ensure the safety and wellbeing of students.
 - 6.9. The college only collects personal data that is necessary for specific purposes related to your education and support. We do not keep data longer than needed, and we ensure it is used only for the reasons it was collected. All systems and processes are designed to keep your data secure and to protect your privacy at every stage.
 - 6.10. Where data is shared internationally (e.g., with examination bodies), the college ensures compliance with Data Protection Laws' requirements for international transfers.

7. Who has access to data?

- 7.1. Your information may be shared internally, including with any college staff members who need the data to provide services to you. This will include special categories of data where appropriate.
- 7.2. Where the college engages non-statutory third parties to process personal data on its behalf, it requires them to do so on the basis of written instructions. These third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. Third parties may include bodies such as Qualification Awarding Bodies, Ofsted, OfS and Accreditation UK.
- 7.3. The college shares your data with internal security teams and law enforcement where applicable, third parties where there is a legal obligation, including the DfE, OfS, Learning Records Service (LRS) and local authorities for students aged 16-18.

8. Does the college process data outside the EEA?

- 8.1. The college will not transfer your data to countries outside the European Economic Area.

9. Does the college protect my data?

- 9.1. The college takes the security of your data seriously and has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.
- 9.2. The college's Data Protection Policy is available to view on the website or can be obtained as a paper version by contacting reception.
- 9.3. The college contacts students using their official college email address for all important communications, including any notifications related to data protection. In the event of a data breach that affects your personal information, you will be informed via your college email and provided with guidance on what steps to take. If you have concerns, you can contact the [Data Protection Officer](#).

10. For how long does the college keep my data?

- 10.1. All data collected and processed on behalf of the DfE or OfS will be held for as long as the college is legally required to do so - currently for seven years from the end of the academic year in which it was collected.
- 10.2. CCTV footage is retained for a 31-day period.
- 10.3. Other data will be held as detailed within the college's Data Retention Policy.
- 10.4. Any data provided by consent may be deleted on request.

11. What rights do I have?

- 11.1. As a data subject, you have a number of rights. You can:
- Access and obtain a copy of your data on request
 - Require the college to change incorrect or incomplete data
 - Require the college to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
 - The college processes much of its data via the 'contract' or 'public task' basis; if this is the case the right to delete does not apply
 - Object to the processing of your data where the college is relying on its legitimate interests as the legal ground for processing. The college will only use 'legitimate interests' as grounds for processing in a very few situations
- 11.2. If you would like to exercise any of these rights, please contact the [Data Protection Officer](#) or contact the college's reception.

12. What if I do not provide personal data?

- 12.1. If you do not provide the data required to meet legal obligations, the college will not be able to enrol you as a student.
- 12.2. Failure to provide other information (except that requiring consent), for example learning difficulty information, *may* result in the college being unable to provide the standard of service it would wish to provide.

13. Does the college use automated decision-making?

- 13.1. The college does not make decisions about you using automated systems alone. This means important decisions like your course placement or support needs are always reviewed by a person, not made by a computer without human involvement.

14. Who can I complain to?

1. If you believe that the college has not complied with your data protection rights or you are unhappy with how the College has handled your Subject Access Request, you can raise a complaint with us in the first instance.
2. Complaints should be submitted to the Data Protection Officer (DPO) at Data.Protection@escg.ac.uk
3. We will investigate your complaint and aim to respond within a reasonable timeframe, usually within one calendar month.
4. If you remain dissatisfied after receiving our response, you have the right to escalate your complaint through the College's formal complaints procedure at complaints@escg.ac.uk
5. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Further information is available on the ICO website at www.ico.org.uk.

Appendix 1: Third Party Privacy Notices

Where the college engages non-statutory third parties to process personal data on its behalf, it requires them to do so on the basis of written instructions. Third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

1. Department for Education (DfE) Privacy Notice

- <https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-educationguidance.submit-learner-data.service.gov.uk/26-27/ilr/ilrprivacynotice>

2. Office for Students (OfS) Privacy Notice

- <https://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/>

3. Learning Records Service (LRS) Privacy Notice

- <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

4. Department for Work and Pensions (DWP) Privacy Information

- <https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>