

R U N S H A W C O L L E G E

Privacy Notice – Students

APPROVED BY: SMT	AUTHOR: Alex Harding	
DOCUMENT OWNER: Data Protection Officer	POSITION: Data Protection Officer	VERSION: 2.2
LAST UP-DATED: Apr 2026	REVIEW DATE: Apr 2029	

1 Introduction

- 1.1 Runshaw College values the rights and privacy of all staff, students, parents/guardians, volunteers, contractors, suppliers, consultants and visitors who are directly affected by its activities or sites.
- 1.2 This privacy notice sets out how the College may collect and use the personal information collected from or relating to applicants, enrolled students, apprentices and former students.
- 1.3 In accordance with the UK General Data Protection Regulation & Data Protection Act 2018, the College aims to:
 - Be open with people about how we use their information.
 - Keep information no longer than is necessary.
 - Make sure information is accurate.
 - Ensure that information is held and processed securely.
 - Understand the information it holds, and what can be done with it (such as sharing)
 - Recognise a Data Breach and handle it accordingly.

2 Data Controller

Runshaw College is the data controller for your personal data.

Address: Langdale Road, Leyland, PR25 3DQ

Data Protection Officer : Alex Harding , Head of IT Services
Dataprotection@runshaw.ac.uk

As data controller, we decide how and why your personal data is processed

We are registered with the Information Commissioner's Office (ICO) and process data in line with statutory obligations

3 Categories of Personal Information

- 3.1 The college may collect or acquire information relating to students, roughly categorized as:
- 3.1.1 **Personal Information** (such as name, unique learner number, date of birth, address).
 - 3.1.2 **Characteristics** (such as ethnicity, nationality, country of birth, eligibility for free college meals).
 - 3.1.3 **Education** (such as courses studied)
 - 3.1.4 **Attendance Information** (such as classes attended, number of absences, absence reasons).
 - 3.1.5 **Performance Information** (such as assignment grades, examination marks, reports and references).
 - 3.1.6 **Destination Information** (such as University, employment, training & apprenticeships).
 - 3.1.7 **Service Usage** (such as internet history, print logs, browser cookies, library loans, study zone usage, Runshaw Dining & Print Shop purchases, trips & visits booking, membership card services).
 - 3.1.8 **Health & Wellbeing / Medical Information** (such as medical conditions, first aid records, accident reports, RIDDOR and related potential civil claims).
 - 3.1.9 **Safeguarding of Young People & Vulnerable Adults** (DBS check details for relevant work experience e.g. Health & Social Care, Criminal Conviction Disclosure)
 - 3.1.10 **Special Educational Needs** Information (such as disabilities and learning difficulties, support needed, examination arrangements).
 - 3.1.11 **Behavioral Information** (such as concerns, warnings, suspensions and exclusions).
 - 3.1.12 **Financial information** (such as bursary eligibility, support funding and payment details)
 - 3.1.13 **Likeness/Biometric Information** (such as identifiable CCTV images and ID card photos).

4 Why We Collect and Use Information

- 4.1 We collect and use Students information:
- To support teaching, learning and assessment.
 - To monitor and report on progress and engagement.
 - To provide appropriate safeguarding and pastoral care.
 - To administer admissions, enrolments and examinations.
 - To assess eligibility for funding and financial support.
 - To assess and improve the quality of our services.
 - To meet the statutory duties placed upon the College for the Department for Education data collections.
 - To comply with legislation regarding data sharing.
 - To comply with other grant funding requirements (such as LEP and LCCA)
 - To ensure safety and well-being of all students and staff

5 The Lawful Basis for Which We Carry Out Processing

A number of legislative and regulatory requirements mandate our collection of student data. We collect and use student information under the following lawful bases:

Para	Purpose of processing	Examples of processing	Lawful basis
5.1	Administering applications, admissions, enrolments, learning agreements, examinations and qualifications.	Processing applications, confirming enrolment, managing examination entries, awarding qualifications and maintaining student records.	Performance of a contract, Article 6(1)(b), and public task, Article 6(1)(e).
5.2	Delivering teaching, learning, assessment, tutorial support, attendance monitoring, progress tracking and reporting.	Recording attendance, monitoring progress, providing feedback, supporting achievement and reporting on engagement.	Public task, Article 6(1)(e).
5.3	Meeting statutory, regulatory, funding and public accountability requirements.	Department for Education data collections, Individualised Learner Record returns, audit, quality assurance, grant funding requirements and statutory reporting.	Legal obligation, Article 6(1)(c), and public task, Article 6(1)(e).
5.4	Assessing eligibility for financial support, bursaries, free college meals, fee remission, learner support funding and other student support schemes.	Assessing household income, eligibility evidence, payment details and ongoing entitlement to support.	Legal obligation, Article 6(1)(c), public task, Article 6(1)(e), and, where applicable, performance of a contract, Article 6(1)(b).
5.5	Safeguarding, pastoral care, welfare support, SEND support, health or medical support, emergency response and protecting safety and wellbeing.	Recording safeguarding concerns, support plans, reasonable adjustments, medical needs, first aid incidents, emergency contacts and welfare interventions.	Legal obligation, Article 6(1)(c), public task, Article 6(1)(e), and vital interests, Article 6(1)(d), where necessary.
5.6	Managing behaviour, conduct, disciplinary matters, complaints, appeals, concerns, suspensions, exclusions and related investigations.	Investigating incidents, maintaining behaviour records, managing appeals and ensuring fair and safe college processes.	Public task, Article 6(1)(e), legal obligation, Article 6(1)(c), and, where necessary, legitimate interests, Article 6(1)(f).
5.7	Providing and managing student services, information systems, library services, printing, catering, trips, visits, work experience, placements, digital learning platforms, identity management and access to College facilities.	Managing student accounts, access cards, placements, trips, learning platforms, library use, catering services and related support systems.	Public task, Article 6(1)(e), performance of a contract, Article 6(1)(b), and, where necessary, legitimate interests, Article 6(1)(f).
5.8	Maintaining the security of College premises, systems, networks, records and users.	Use of CCTV, access control, IT monitoring, cyber security controls and investigation of suspected misuse or security incidents.	Public task, Article 6(1)(e), legal obligation, Article 6(1)(c), and legitimate interests, Article 6(1)(f).
5.9	Equality monitoring, service improvement, management information, statistical analysis, destination tracking, performance reporting and	Analysing participation, achievement, retention, destinations, student experience and equality	Public task, Article 6(1)(e), legal obligation, Article 6(1)(c), and, where information is anonymised, outside the scope of UK GDPR.

	improving the quality of College provision.	information to improve provision.	
5.10	Communicating with students, parents or guardians, agreed family members, employers, schools, education providers, awarding organisations, local authorities, government bodies and other relevant organisations.	Sharing information where necessary for education, safeguarding, funding, progression, references, work experience, apprenticeships or student support.	Public task, Article 6(1)(e), legal obligation, Article 6(1)(c), performance of a contract, Article 6(1)(b), and, where appropriate, consent, Article 6(1)(a).
5.11	Optional activities, enrichment opportunities, photographs, promotional activity, marketing communications, alumni engagement or other activities where participation is not required to access education or training.	Using optional contact preferences, photographs, case studies, publicity consent, alumni information or enrichment participation records.	Consent, Article 6(1)(a), unless another lawful basis applies and is communicated at the time.
	Special category data		
5.12	For the purposes of safeguarding, welfare, SEND support, health, medical support, reasonable adjustments, equality monitoring and biometric identification where used.	Processing health, medical, disability, special educational needs, ethnicity, biometric or safeguarding information where necessary and proportionate.	A lawful basis under Article 6 must apply. Additional Article 9 conditions may include explicit consent, Article 9(2)(a), employment, social security and social protection law, Article 9(2)(b), vital interests, Article 9(2)(c), substantial public interest, Article 9(2)(g), health or social care purposes, Article 9(2)(h), public health, Article 9(2)(i), or archiving, research and statistical purposes, Article 9(2)(j), where relevant and permitted by law.
	Criminal conviction or offence-related data		
5.13	For the purposes of safeguarding, suitability checks, course or placement requirements and meeting legal or regulatory obligations.	Processing criminal conviction disclosures, DBS-related information or offence-related information required for relevant courses, placements, work experience or safeguarding purposes.	A lawful basis under Article 6 UK GDPR must apply, together with a permitted condition under the Data Protection Act 2018.

5.14 Whilst the majority of student information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR, we will inform students whether they are required to provide certain information or whether there is a choice.

6. Legitimate Interests for the Processing of Personal Information

6.1 In limited circumstances, the College processes personal information on the basis of its legitimate interests, where this is not overridden by your rights and freedoms.

6.2 These interests include:

- Maintaining the safety and security of the College, its students, staff and visitors (including CCTV, access control and IT security monitoring)

- Preventing and detecting fraud, misuse of systems or criminal activity
- Ensuring the effective operation and improvement of College services, systems and facilities
- Supporting business continuity and risk management

6.3 Where we rely on legitimate interests, we carry out an assessment to ensure that the processing is necessary and proportionate, and that your rights are protected.

7. Automated Decision-Making and Profiling

7.1 The College does not carry out automated decision-making or profiling that produces legal effects or similarly significant decisions about students without human involvement.

7.2 Where automated tools are used to support processes (for example, identifying patterns in attendance, engagement or performance), these are used to inform staff judgement and are not used to make final decisions about you without appropriate human review.

8 Sources of Personal Information

8.1. The majority of information processed by the College will be collected directly from the Data Subject during Application, Enrolment or whilst the Student is on programme.

8.1 As laid out in the Application form, the College may also take up references from previous institutions, as well as collect performance and pastoral information from these organisations.

8.2 In some circumstances, the Local Authority, NHS Trusts, Local Police and Government Agencies may also provide information which becomes part of a Student's record.

9 Failure to Provide Information

9.1 The majority of Information Collected from our in relation to Students is carried out during the Application and Enrolment processes and forms part of the Learning Agreement.

9.2 Due to the nature of the Funding Agency requirements, failure to provide information may result in a short-fall in funding for an individual Students place. In these circumstances, the College reserves the right to terminate study or seek to recover funding directly from the Student in line with the Fees Policy.

This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

10 Storing Information

10.1 Normally we hold student information for Six Years following the end of the academic year in which a student's studies are completed.

10.2 Where we engage in the delivery of provision part funded by the European Social Fund, we are mandated to keep information for Twenty Years following the end of the academic year in which a student's studies are completed.

- 10.3 Should a student return to study during the relevant period, their record will be continued and erasure will take place as per the appropriate timescale following the conclusion of their latest studies.
- 10.4 Anonymized information may be held for an extended time period in order to provide statistical analysis and in line with Local Enterprise Partnership return requirements for the maintenance of grant funding.
- 10.5 In certain circumstances, the College may be required to keep full or partial Student records in order to meet its safeguarding obligations. If this is the case, information will be kept for up to Twelve Years following the end of the academic year in which the student's studies are completed.

11 Retention of Information

- 11.1 In line with Funding Agency requirements and supporting legislation, Student records will be kept for a period of either Six Years (DFE) or Twenty Years (ESF) following the final year of study.
- 11.2 Further Information can be found within the College's Archive and Data Retention Guidelines. This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

12 Security

- 12.1 The security of the College's systems which process and store data are regularly reviewed in accordance with the requirements set out in the Information Security Policy. This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

13 Who We Share Student Information With

- 13.1 The College routinely shares student information with:

- Partner High Schools.
- Our Local Authorities and Local Mayoral Combined Authority.
- Student's Local Authorities (If different to ours).
- The Department for Education (DfE).
- The Department for Work and Pensions (DWP).
- Office for Students (OFS).
- The University and Colleges Admissions Service (UCAS).
- Awarding Bodies for Qualifications
- Other Education Providers (e.g. Universities) – References
- Employers – References/Work Experience
- Agreed family members (such as Parents)
- Providers of Selected Educational Software Tools

14 Why We Share Student Information

- 14.1 We do not share information about our students with anyone without consent, unless the law or our policies allow us to do so.
- 14.2 We share students' data with the Department for Education and Office for Students on a statutory basis. This data sharing underpins our funding and monitoring.

14.3 We are required to share information about our students with our local authority in order for them to carry out their statutory duty regarding the participation of young people in education or training.

14.4 We will share information regarding attendance and fees with the Student Loans Company in order to maintain and evidence eligibility.

15 Withdrawing Consent

15.1 Where information has been provided on the basis of consent, you have the right to withdraw that consent.

15.2 Current students wishing to withdraw consent should consult their Programme Office or Pastoral Mentor who will direct the request to the relevant team.

15.3 In all other instances those wishing to withdraw their consent should contact the Data Protection Officer, whose details can be found below.

16 Third Country Transfers

16.1 The College may use systems and service providers that process personal data outside of the United Kingdom.

16.2 Where this occurs, we ensure that appropriate safeguards are in place in accordance with UK GDPR. These may include:

- Transfers to countries that have been deemed to provide an adequate level of protection by the UK Government
- The use of approved contractual arrangements, such as the International Data Transfer Agreement (IDTA) or UK Addendum to Standard Contractual Clauses

16.3 These safeguards are designed to ensure that your personal data continues to be protected to a standard equivalent to that within the United Kingdom.

Further information about international data transfers and safeguards can be obtained by contacting the Data Protection Officer.

17 Questions or Concerns about Personal Data

17.1 If you have any questions or concerns about the College's collection, use, or disclosure of personal information, please email the College's Data Protection Officer:

DataProtectionOfficer@runshaw.ac.uk

17.2 You can also contact the College's Data Protection Officer by writing to:

The Data Protection Officer
Runshaw College
Langdale Road
Leyland
PR25 3DQ

18 Data Protection Policy

18.1 Further information regarding the College's use of student information can be found by reviewing the Data Protection Policy.

18.2 The College's Data Protection Policy can be found at:

<https://www.runshaw.ac.uk/college-policies/>

19 Your Rights

19.1 Under the General Data Protection Regulation, students have under certain circumstances a number of rights.

19.2 Students have the following rights :

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling. the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

20.3 There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

20.4 In order to exercise your rights regarding personal information, please contact the College's Data Protection Officer using the details found above.

21 Complaints

21.1 If you have a complaint about the way the College is collecting or using personal data, we request that you raise your concern with the College's Data Protection Officer in the first instance.

21.2 Alternatively, you may follow the guidance available in the Complaints Policy which can be found by visiting:

<https://www.runshaw.ac.uk/college-policies/>

21.3 Alternatively, you can contact the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

22 Data Collection Requirements

22.1 To find out more about the data collection requirements placed on us by the Department for Education, please visit:

<https://www.gov.uk/government/publications/advice-individualised-learner-record-ilr-returns>

22.2 The Department for Education publish a privacy notice which can be found by visiting:

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

23 Children

23.1 Most of our students are under the age of 18. The College processes their personal information in line with UK GDPR and relevant safeguarding and education legislation.

23.2 Where appropriate, and in line with our safeguarding duties, we may share information with parents, guardians or carers to support a student's education, welfare and safety. This will depend on the student's age, circumstances and the nature of the information.

23.3 The College will always seek to balance the rights of the student with its legal and safeguarding responsibilities.

24 Changes to This Privacy Notice

24.1 From time to time, the College may review the contents of this Privacy Notice. The latest version of this Privacy Notice should always be found by visiting:

<https://www.runshaw.ac.uk/college-policies/>

25 Related Policies

Data Protection Policy

Information Security Policy

Archive and Retention Policy

Privacy Notice – Staff

Privacy Notice – Parents/Guardians

Admissions Policy

Document Control

Document Identifier

Student Privacy Notice

Distribution List

Name	Title	School/Function
Alex Harding	Data Protection Officer	IT Services & Facilities
Kevin Chadwick	Deputy DPO	QMIST
GDPR-Working Group		Functions
SMT- Facilities & IT		SMT
IT Services Leadership Team		IT Services

Version History

Version	Reference	Date	Author	Comments
0	IM-9515	24/02/2018	Alex Harding	Initial draft.
0.1	IM-9515	16/04/2018	Alex Harding	Updates following GDPR WG
0.2	IM-9515	27/04/2018	Kevin Chadwick	Updates following further review.
0.3	IM-9515	29/04/2018	David Sharrock	Expanded Health & Wellbeing/Medical.
1	IM-9515	30/04/2018	Alex Harding	Added related policies.
2	DP-284	08/12/2019	Alex Harding	First Review & Updates.
2.1	IM-70266	06/03/2022	Alex Harding	Minor Updates Second Review
2.2	DP-1412	01/04/2026	Ben Collinge	Minor Additions of Criminal Convictions
2.3	-	15/6/2026	Janet Ivill	(Post SMT) Co-Pilot review for consistency, fitness for purpose and compliance