UCG Privacy Notice for Students and Applicants Policy

This policy outlines how the United Colleges Group will use your information (for City of Westminster College and the College of North West London).

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UNITED COLLEGES GROUP PRIVACY NOTICE FOR STUDENTS AND APPLICANTS

How we use your information

This privacy notice tells you how we, United Colleges Group, will collect and use your personal data. The college processes data mainly under the lawful basis of Public Task. Collecting your data is necessary to perform tasks that the college is required to perform as part of our statutory functions. Please see **UCG's Lawful Bases for Processing Personal Data Policy** for further information.

Why does United Colleges Group need to collect and store personal data?

For us to provide you with education we need to collect your personal data. This includes, but is not limited to, name, address, date of birth, contact details, financial details, employment/educational history and relevant medical information. For a full list of personal data we collect see **UCG's Personal Data Policy**. We are committed to ensuring that the information we collect and use is appropriate for the purpose of education and does not constitute an invasion of your privacy. For marketing United Colleges Group would contact you for additional consent.

Will United Colleges Group share my personal data with anyone else?

We may pass your personal data on to government agencies, employers and third-party service providers contracted to United Colleges Group. Any third parties that we may share your data with are obliged to keep your data securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the data in line with their procedures. If we need to pass your personal data onto a third party we will only do so when we are legally required to. Please see **UCG's Third Party Organisations Data Share Policy** for further information.

How will United Colleges Group use the personal data it collects about me?

United Colleges Group will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR) and UK data protection laws. Please see **UCG's Data Protection Policy** for further information. We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. United Colleges Group is required to retain information for examination, reference and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. We keep your data for 7 years after you have left the college. If your course is ESF funded we are obliged to keep your data until 2030. If you apply, but do not enrol, we keep your data for 2 years. CCTV footage is kept for 60 days. If your data is needed for legal proceedings we may need to keep it for longer. If this happens we will consult with you.

Under what circumstances will United Colleges Group contact me?

Our aim is not to be intrusive. We will contact you to arrange interviews and to provide you with information about your studies. If you are aged under 18 we keep your parents informed of your progress. This includes information about your attendance and behaviour.

You have rights as a data subject. To find out about your rights, how to make a complaint and how to make a subject access request see **UCG's Data Subject Rights Policy**.
Alternatively contact our GDPR Coordinator at gdpr@ucg.ac.uk or call 020 7258 2939
You have the right to contact the ICO if we cannot resolve your concerns. The ICO website is
https://ico.org.uk/concerns