



# UCG Personal Data Policy

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

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**PERSONAL DATA**

Under the EU’s General Data Protection Regulation (GDPR) and UK data protection laws, personal data is defined as “Any information relating to an identified or identifiable natural person (‘data subject’). An identifiable natural person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

The personal data we would like to collect from you is:

<b>Personal data type:</b>	<b>Source</b> (where United Colleges Group obtained the personal data from a source other than you, the data subject. E.g. if the personal data has been obtained from a Local Authority).
<ul style="list-style-type: none"> <li>• Personal details (name, address, date of birth).</li> <li>• Family details.</li> <li>• Lifestyle and social circumstances.</li> <li>• Financial details.</li> </ul>	
<ul style="list-style-type: none"> <li>• Education and employment details.</li> <li>• Student records.</li> <li>• Visual images (CCTV, photographs).</li> </ul>	<ul style="list-style-type: none"> <li>• References from other colleges and schools.</li> <li>• LRS (Learning Records Service).</li> </ul>
<ul style="list-style-type: none"> <li>• Physical or mental health details.</li> <li>• Racial or ethnic origin.</li> <li>• Offences and alleged offences.</li> <li>• Criminal proceedings, outcomes and sentences.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority.</li> <li>• Schools/Colleges.</li> </ul>

The personal data we collect will be used for the following purposes:

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| <ul style="list-style-type: none"> <li>• Student records management.</li> <li>• To keep you safe (medical conditions such as allergies, safeguarding and emergency contact details).</li> <li>• Appropriate pastoral care.</li> <li>• To monitor and report on student progress and attainment.</li> <li>• To provide bursaries where appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>• Examinations and Achievement.</li> <li>• To meet our statutory duties including funding claims and audits.</li> <li>• Assessing the quality of our service.</li> <li>• To support student learning.</li> <li>• Contacting you.</li> </ul> |
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