

Reaseheath College Privacy Notice for Enrolled Students

How we use your personal information during and after your studies

Introduction

Reaseheath College is committed to data security and the fair and transparent processing of personal data. This privacy notice sets out how we handle your personal data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), together with other applicable UK data protection laws.

This notice applies to all enrolled students at Reaseheath College and University Centre Reaseheath. It explains how we collect, use, store, and share personal information — including data provided during your application and enrolment, as well as data generated throughout your studies and for a period after you leave.

We encourage you to read this notice carefully. It also explains your data protection rights, how to contact us with questions, and how to escalate concerns to the UK's supervisory authority, the Information Commissioner's Office (ICO).

During your time at the College, we will collect and process personal information to support your education and student experience — including system access, teaching and learning activities, student support, participation in events, and administrative services. We will always explain how your data will be used, and unless required or permitted by law, we will ask for your consent before using it for any unrelated purposes.

About Reaseheath College

Reaseheath College is one of the UK's leading specialist land-based colleges. It is a corporation established under the Further and Higher Education Act 1992 and is recognised as an exempt charity under the Charities Act 2011. The College is inspected by **Ofsted**, and its registered address is:

Reaseheath College
Reaseheath
Nantwich
Cheshire
CW5 6DF

In the context of data protection, **Reaseheath College is the data controller** for the personal information it processes in connection with your studies, support services, and engagement with the College.

In some cases, other organisations (such as funding agencies, local authorities, or examination boards) may also act as **independent or joint data controllers** where they have a legal or operational responsibility for processing your information. Regardless of the role, Reaseheath College ensures that your personal data is handled securely and lawfully at all times.

The College is registered with the **Information Commissioner's Office (ICO)** under registration number **Z7450714**.

Understanding Personal Information

'Personal information' (also known as 'personal data') means any information that relates to an identified or identifiable individual. This can include obvious details like your name and student ID number, as well as less direct identifiers such as IP addresses, device IDs, or location data when linked to you.

Some types of personal data are legally defined as **special category personal data** because they are considered more sensitive. These require a higher level of protection and include information relating to:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic or biometric data (where used for identification)
- Physical or mental health
- Sexual orientation
- Sex life

Reaseheath College only processes this type of data where it is necessary and lawful to do so — for example, to support learning adjustments, safeguard students, or meet equality monitoring obligations.

Information We Collect and Process

We collect and process a range of personal data about you as part of your time as a student at Reaseheath College and University Centre Reaseheath.

This includes:

- **Information provided during your application or enrolment**, such as enquiry forms, UCAS applications, bursary or accommodation documents, and references from schools or other organisations.
- **Information created or collected during your studies**, including your course records, attendance, assessments and results, financial transactions (e.g. fee payments), digital activity on College platforms (such as Microsoft 365 or Teams), and your use of support services and campus facilities.
- **Personal identifiers and contact details**, such as your full name, home address, date of birth, photograph, student ID number, and email address.

Your data is stored securely in both paper and electronic formats, and access is restricted to authorised staff who require it for their professional duties. We only process what is necessary for academic, administrative, and student support purposes.

In some cases, we may also process information known as **special category (sensitive) personal data**, such as:

- Ethnicity and nationality
- Sexual orientation or gender identity (where disclosed)
- Religious or philosophical beliefs
- Disability or medical needs (e.g. for learning support or safeguarding)

We process this data to meet our legal obligations, support inclusive education, and ensure we can provide appropriate adjustments and welfare services.

Sensitive data is handled with heightened security and is only accessed or shared when absolutely necessary. You will normally be informed when such information is collected and how it will be used.

Why We Use Your Information and the Legal Basis

Reaseheath College and University Centre Reaseheath process your personal data to support your education, comply with legal obligations, and manage College operations effectively. The lawful basis for processing your personal data will typically fall under one or more of the following:

- **Public task** – to carry out our official functions as an education provider (Article 6(1)(e) UK GDPR)
- **Legal obligation** – to comply with legal requirements, such as safeguarding or statutory reporting (Article 6(1)(c))
- **Contractual necessity** – to manage your relationship with us as a student (Article 6(1)(b))
- **Consent** – for specific optional uses, such as marketing or photography (Article 6(1)(a))
- **Legitimate interests** – only where the processing is not part of our public task (e.g. promoting optional activities or internal service improvements) (Article 6(1)(f))

We use your data for purposes including:

- Delivering and managing your education, including placements, assessments, attendance, and academic records
- Administering financial processes (e.g. tuition, bursaries, funding)
- Providing services and facilities (e.g. IT, accommodation, libraries, careers)
- Supporting your wellbeing, medical needs, accessibility, and safeguarding
- Operating College systems, digital platforms, and communications (e.g. Microsoft 365, email, newsletters)
- Enabling participation in College and University activities and events (e.g. graduation, enrichment)
- Meeting responsibilities under equality, immigration, and public safety laws
- Handling disciplinary, complaints, audit, and quality assurance processes
- Carrying out surveys or research (including post-graduation outcomes monitoring)

We may retain your contact details after you leave to invite participation in graduate surveys, based on our public task.

Where we process **special category data** (such as health, ethnicity, or religion), we do so under the substantial public interest provisions of UK data protection law — typically for:

- Providing welfare and learning support
- Meeting equality duties
- Ensuring appropriate safeguarding

If we rely on **your consent** for any specific use of your personal data, you will be informed at the time, and you can withdraw your consent at any time.

Marketing

Whilst you are a student at Reaseheath College or University Centre Reaseheath, we may send you information about additional or follow-on courses that may be of interest to you. This is done under the “**soft opt-in**” provision, which allows us to send relevant course-related communications where:

- You are an existing student (or service recipient), and
- You are given the opportunity to **opt out at any time** (via unsubscribe links or by contacting us).

You will always have the right to opt out of these messages at the time your details are collected and in every future communication.

From time to time, we may take photographs or videos on campus or at College events for marketing or promotional purposes. These may be used in print, social media, websites, or digital campaigns. More detail on how we handle images and recordings - including consent, withdrawal, and opt-out instructions - can be found in the Photography and Videography section of this notice.

Any other marketing activities (e.g. third-party promotions or public campaigns) would only be carried out **with your explicit consent**.

Emergencies

We may use your personal information in an emergency where it is necessary to protect your **vital interests** or those of another person — for example, to inform emergency services, contact next of kin, or ensure your safety in a health or safeguarding situation.

Who We Share Your Information With

Your personal information will only be shared when necessary to fulfil the purposes outlined in this notice, and always in accordance with data protection law. We ensure that all organisations or service providers receiving your data meet strict standards of confidentiality, security, and lawful processing.

We may share your information with the following categories of recipients:

Government and Regulatory Bodies

- Education and Skills Funding Agency (ESFA) and the Department for Education – for funding, reporting, and learner records (including ULNs and PLRs). View the ESFA privacy notice at: <https://www.gov.uk/government/publications/esfa-privacy-notice>
- Other public sector agencies such as local authorities, the Home Office, UK Visas and Immigration, and the Department for Work and Pensions (DWP) – where required by law or to fulfil statutory responsibilities

Education and Academic Organisations

- Examination boards or awarding bodies

- Other Further or Higher Education providers – for progression, access research, or student tracking
- Your previous or current school, college, training provider, or employer – where relevant and as notified
- Your referees
- Your parent/guardian – if appropriate and in line with legal obligations or safeguarding concerns

Funding and Support Services

- Your student support assessment body
- Your current or potential funders
- The British Council or other relevant agencies (for international students)

Technology, Administration, and Events

- Service providers that support College operations (e.g. IT systems, managed services, learning platforms)
- Event management platforms, such as Eventbrite
- Communication and application systems, including Salesforce, SurveyMonkey, and MailChimp

All third-party providers are bound by contracts that ensure your data is processed securely and only for the purposes we specify. They are not permitted to use your data for their own purposes.

Legal Disclosures

We may be required to disclose personal data by law, for example:

- To a regulator or authority with appropriate legal powers
- In response to a court order
- Under freedom of information laws (where disclosure does not infringe your rights)

International Data Transfers

Where personal data is transferred outside the UK, such transfers will be safeguarded by:

- An appropriate UK Adequacy Decision, or
- The use of a Data Processing Agreement that incorporates Standard Contractual Clauses (SCCs) or the UK's International Data Transfer Agreement (IDTA), as applicable

Social Media Platforms for Sharing Personal Data

Reaseheath College and University Centre Reaseheath maintain official accounts on platforms such as Facebook, Instagram, LinkedIn, X (formerly Twitter), and YouTube for marketing, communications, and community engagement purposes.

However, while the College uses these platforms to share general updates, news, and content, **they are not secure environments for the exchange of personal or sensitive information.**

As a data controller, the College cannot ensure the privacy, security, or legal compliance of personal communications made via third-party messaging services such as WhatsApp, Facebook Messenger,

or Instagram DMs. For this reason, **staff and students are advised not to use personal or social media messaging apps to share personal data or conduct College-related business.**

All students and staff are provided with a Microsoft 365 account, which includes **Microsoft Teams** — the College's approved platform for secure internal communication, collaboration, and data sharing.

How Long We Keep Your Information

We retain your personal information only for as long as necessary to fulfil the purposes for which it was collected, and in accordance with applicable laws and regulatory requirements.

Your personal information forms part of your student record and is retained:

- **For the duration of your studies, and**
- **For an additional 6 years** after you leave or graduate

This retention period enables us to meet legal obligations, support academic references or verifications, and respond to any post-study enquiries or appeals. It also supports future applications to return to study at Reaseheath College or University Centre Reaseheath.

For more detailed information, please refer to the College's published retention schedule: [Guidelines for the Retention of Personal Data \(PDF\)](#)

Your Rights Under UK Data Protection Law

As a data subject, you have rights under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 regarding how we process your personal information. These rights apply to students, clients, suppliers, and any third parties whose data we may collect or process.

Your rights include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision-making and profiling

Right to be informed

You have the right to be informed about how your personal data is collected and used. This privacy notice forms part of that commitment. We will always aim to provide this information at the point of data collection.

Right of access

You may request a copy of the personal data we hold about you. To make a request, email dpo@reaseheath.ac.uk with the subject “Data Subject Access Request” and include your full name and contact details.

We may request identification to verify your identity. We will respond within one calendar month of receiving your request or, where applicable, from the date your identity is confirmed. There is no charge for the first request. However, a reasonable administrative fee may be applied for repeated or excessive requests, or where additional copies are requested.

Right to rectification

If you believe any personal information, we hold about you is incorrect or incomplete, you can request it be corrected. Please e-mail dpo@reaseheath.ac.uk with the subject “Data Rectification Request”.

Right to erasure

You can request that we delete your personal data when it is no longer needed, or if you withdraw consent where consent was required.

Send your request to dpo@reaseheath.ac.uk with the subject “Data Erasure Request”.

We may retain a minimal record (e.g. name and contact history) to prevent future contact or fulfil legal obligations.

Right to restrict processing

You can request that we restrict the way we use your data — for example, while a correction is being processed or if you object to a specific use.

Send your request to dpo@reaseheath.ac.uk with the subject “Data Restriction Request” and include details of the restriction you’re requesting.

Right to data portability

If you have provided data to us either **with your consent** or as part of a **contract**, and that data is processed **by automated means**, you have the right to receive it in a structured, commonly used, machine-readable format. You may also ask us to transmit this data directly to another organisation, where technically feasible.

To make a request, email dpo@reaseheath.ac.uk with the subject “Data Portability Request” and include your name, contact details, and the data you would like to access or transfer.

Right to object

If we process your data under the lawful basis of “public task” or “legitimate interests,” you may object to this use if you believe your rights outweigh our reasons.

Email dpo@reaseheath.ac.uk with the subject “Data Objection Request” and explain your concern.

Rights in relation to automated decision making and profiling

We do not carry out automated decision-making or profiling that has legal or similarly significant effects on individuals.

Please note that each of these rights may be subject to exemptions or conditions under UK data protection law. We will always explain if an exemption applies.

Use of Photographs and Videos

From time to time, photographs and videos are taken on and off campus as part of College life and for marketing, educational, and promotional purposes. These images may be used in both print and digital media formats, including publications, websites, e-marketing, poster banners, advertising, social media, film, and teaching or research materials. We do this to help showcase the work we do as an education provider and to celebrate student experiences and achievements.

Where individuals are clearly identifiable or featured prominently, we will seek explicit consent through a signed Consent Declaration. These forms are stored securely alongside the associated images or recordings and retained only for as long as the material is actively used.

You may withdraw your consent at any time by contacting the College. We will stop using the images going forward and remove them from our systems. However, withdrawal of consent will not affect materials that have already been published (e.g. printed brochures or online posts already shared).

A consent form is **not required** when photography or filming captures a large group of people where no individual is the clear focus — for example, at a College event or open day. In these cases, signage will be clearly displayed at the location, verbal notices may also be provided, and anyone who does not wish to be included can opt out by speaking to a member of staff at the event.

Please note that content published on websites may be accessed globally, including in countries where privacy protections may differ from those in the UK or EU.

More information about how we manage imagery and consent can be obtained by contacting: **marketing@reaseheath.ac.uk**

Use of CCTV on Campus

Reaseheath College operates a CCTV system across its campuses to support a safe and secure environment for students, staff, visitors, and the wider community. The College is the **data controller** for the images captured and retains full responsibility for how this information is collected, stored, and used.

CCTV is used for the following purposes:

- Crime prevention and detection
- Campus safety and security
- Health and safety monitoring
- Investigating alleged breaches of College rules or misconduct

All cameras are positioned appropriately, and signage is displayed prominently to inform individuals that CCTV is in operation. The system is managed in accordance with the Data Protection Act 2018 and UK GDPR, and we aim to balance operational effectiveness with respect for individuals' privacy.

All footage recorded remains the property of the College. Access to and use of CCTV footage is restricted and governed by our internal **CCTV Policy**, which sets out how footage is stored, viewed, and shared (if necessary). Monitoring will only be undertaken by authorised personnel and for the specific purposes outlined above.

Contacting Us About Data Protection

If you have questions about how your personal information is used, please visit the College's data protection webpages:

www.reaseheath.ac.uk/data-protection

If you need further assistance, or would like to exercise your data protection rights, you can contact:

Data Protection Team

data.protection@reaseheath.ac.uk

Data Protection Officer (DPO)

Graeme Lavery, Chief Financial Officer and Director of Resources

dpo@reaseheath.ac.uk

Reaseheath College
Reaseheath
Nantwich
Cheshire
CW5 6DF

Raising a Data Protection Concern

If you are unhappy with how we have handled your personal information, or with the outcome of a request you have made under your data protection rights, you have the right to raise a complaint.

In the first instance, we encourage you to contact our **Data Protection Officer** at dpo@reaseheath.ac.uk so we can try to resolve the issue.

If you remain dissatisfied, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website: www.ico.org.uk

Updates to This Privacy Notice

This privacy notice was last reviewed in **May 2025**. Any updates will be published on the College's website. Where changes are significant, we will also notify you directly by email or other appropriate means.

Internal

Internal