

Reaseheath College Privacy Notice for Prospective Students

How we use your personal information (Prospective Students)

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 the personal data you provide as part of your application to study at Reaseheath College or University Centre Reaseheath, in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), along with other applicable data protection laws.

This notice applies to **any individual applying for a course or programme of study**, including those applying through UCAS, our website, or partner institutions.

It explains:

- What personal data we collect during the application and enquiries process
- How and why we collect, use, store and share your data
- Your rights under UK data protection law
- How to contact us, and how to raise a complaint if needed

We encourage you to read this notice carefully. If you later enrol as a student, a separate privacy notice will apply from the point of enrolment onward.

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 is located at:

Reaseheath College

Reaseheath
Nantwich
Cheshire
CW5 6DF

In relation to your application to study with us, **Reaseheath College is the data controller** for the personal information you provide. This means we are responsible for deciding how and why your data is used and ensuring it is processed lawfully, fairly, and securely.

In some cases, other organisations involved in education and funding (such as the Education and Skills Funding Agency or local authorities) may also act as independent or joint data controllers. This privacy notice outlines the personal data we collect and how we manage it during the application process.

Reaseheath 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 contact information, as well as less direct identifiers such as application numbers, IP addresses, 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 and require a higher level of protection. These 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 when it is necessary and lawful to do so — for example, to make reasonable adjustments, support safeguarding, or monitor equality of opportunity during the admissions process.

Information We Collect and Process

We collect and process a range of personal data as part of your application to study at Reaseheath College or University Centre Reaseheath.

This may include:

- Information provided through enquiry forms, application forms (including UCAS), and supporting documentation such as bursary or accommodation applications
- Information from references or recommendations provided by schools, colleges, or other third-party agencies
- Notes or records arising from interviews, open days, or admissions activities
- Personal identifiers such as your name, contact details, date of birth, and previous education history

Your information is stored securely in both paper and electronic formats, including College databases and admissions systems. Access to your data is limited to authorised staff members who require it to process your application and carry out admissions functions. We only collect and use what is necessary to administer the admissions process effectively.

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

- Ethnicity and nationality
- Sexual orientation or gender identity (if disclosed)
- Religious or philosophical beliefs
- Disability or health-related information (e.g. for interview arrangements or support planning)

This information helps us to meet our legal obligations under equality and accessibility laws, and to ensure a fair and inclusive admissions process. Special category data is handled with appropriate safeguards, and you will be informed when and why it is collected.

Why We Use Your Information and the Legal Basis

Reaseheath College and University Centre Reaseheath process your personal data to support the application and admissions process, comply with legal requirements, and ensure a fair and inclusive experience for all applicants.

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 (UK GDPR Article 6(1)(e))
- **Contractual necessity** – to assess and manage your application as a step toward entering into a contract (Article 6(1)(b))
- **Legal obligation** – to meet statutory requirements such as equal opportunities monitoring (Article 6(1)(c))
- **Consent** – for specific optional uses, such as marketing or event photography (Article 6(1)(a))
- **Legitimate interests** – in limited cases such as re-engaging previous applicants with relevant course information (Article 6(1)(f))

We use your data for purposes including:

- Processing and reviewing your application
- Contacting you about your application status or upcoming applicant events
- Assessing eligibility for funding, bursaries, or accommodation
- Verifying academic and reference information
- Making admissions decisions and issuing course offers
- Communicating outcomes, feedback, or next steps
- Providing data to statutory bodies for regulatory purposes
- Monitoring for equal opportunity, access, and diversity

We may also use anonymised data for **statistical or research purposes**. You will not be identified in any published results.

If you fail to provide information that we have indicated is required, we may be unable to consider your application or comply with our legal obligations.

Special category data

Where we process **special category personal data** (e.g. disability or medical information, ethnicity, or religion), we do so under the lawful basis of **substantial public interest**, in accordance with UK

data protection law. This allows us to make reasonable adjustments, meet legal equality duties, and safeguard applicants appropriately.

Marketing

If you have previously applied or studied at the College, we may send you information about other relevant courses or opportunities on the basis of **legitimate interest**. We will always comply with the “**soft opt-in**” rule and offer the option to opt out in every communication.

Any other marketing activity would only be carried out with your explicit **consent**.

Who We Share Your Information With

Your personal information will only be shared where necessary to support your application and fulfil the purposes outlined in this notice. We always ensure that your data is processed securely and lawfully, and only by organisations with appropriate contracts and data protection safeguards in place.

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** – to support funding, statutory reporting, and the creation and maintenance of learner records (including the ULN and PLR). View the ESFA privacy notice at: www.gov.uk
- **Other government departments or agencies**, including local authorities, the Home Office, UK Visas and Immigration, and the Department for Work and Pensions (DWP), where required for legal, visa, or funding purposes

Education and Admissions Organisations

- **Referees** – to request academic or professional references
- **Your school, college, training provider, or employer** – where relevant to support your application
- **Your parent or guardian** – where necessary and appropriate (e.g. under-18s or safeguarding concerns)
- **Examination boards and awarding bodies** – for qualification and assessment verification
- **Further or Higher Education institutions** – for research and widening participation analysis
- **Your student support assessment body or funders** – to determine eligibility for financial support

International Applicants

- **British Council** or other relevant international agencies – where applicable to support visa, sponsorship, or admissions processes

College Services, Platforms and Event Management

- **Application and communications systems**, including Salesforce, SurveyMonkey, and MailChimp
- **Event management platforms**, such as Eventbrite

- **Managed IT service providers**, including cloud hosting, software, and storage solutions used to operate our admissions and application systems

All service providers working on behalf of Reaseheath College are required to comply with strict data protection requirements. They are not permitted to use your information for their own purposes and may only process your data on our instructions and for specified purposes.

Legal Disclosures

We may be required to disclose your information:

- To regulators or legal authorities with appropriate powers
- In response to a lawful court order
- Under the Freedom of Information Act (where disclosure would not breach your privacy rights)

International Data Transfers

If we need to transfer your personal data outside of the UK, we will ensure appropriate safeguards are in place. This may include a UK **Adequacy Decision**, or the use of **Standard Contractual Clauses (SCCs)** or the **UK International Data Transfer Agreement (IDTA)**.

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.

If your application is successful, the information you provide will become part of your student record and be retained for the duration of your studies and for a further **six years after you leave**. At that point, your data will be managed under the terms of the **Privacy Notice for Enrolled Students**.

If your application is **unsuccessful**, we will retain your data for a period of **up to one year** following the end of the admissions cycle. This enables us to manage queries, appeals, and reapplications, and to comply with audit and reporting obligations.

For more information on how long we retain different types of personal 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 the Data Protection Act 2018 regarding how we process your personal information.

These rights apply to all individuals whose data we process, including applicants.

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 is one of the ways we provide that information.

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 name and contact details.

We may request identification to verify your identity. **We will respond within one calendar month of receiving your request**, or from the date your identity is confirmed, where applicable.

There is no charge for the first request. However, we may charge a reasonable fee for repeated or excessive requests.

Right to rectification

If any personal data we hold about you is inaccurate or incomplete, you can ask us to correct or update it.

Send your request to dpo@reaseheath.ac.uk with the subject "Data Rectification Request".

Right to erasure ("right to be forgotten")

You may ask us to delete your personal data where it is no longer needed, or where you withdraw consent (if consent was the basis for processing).

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

Please note we may retain basic information (e.g. your name and email address) to record the request and prevent future contact.

Right to restrict processing

You can request that we temporarily stop processing your data — for example, if you dispute its accuracy or object to its use.

Email dpo@reaseheath.ac.uk with the subject "Data Restriction Request" and outline your reason for the request.

Right to data portability

If your personal data has been provided by you, and is processed by automated means on the basis of consent or contract, you may request it in a structured, machine-readable format.

You may also ask us to transfer the data to another controller where technically feasible.

Email dpo@reaseheath.ac.uk with the subject "Data Portability Request".

Right to object

You may object to us processing your data where we rely on public task or legitimate interest as the legal basis.

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

Rights related to automated decision-making and profiling

We do **not** use your personal data for automated decision-making or profiling that has legal or significant effects.

Please note that each of these rights may be subject to exemptions or conditions under UK data protection law. If an exemption applies, we will explain this when responding to your request.

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, Vice Principal Finance & 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.