

## Privacy Notice

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### 1. Introduction

This Privacy Notice applies to applicants, students and individuals who enquire about our courses through our information, advice and guidance programme at UCEN Manchester, including next of kin/advocates as may be applicable, ("you", "your").

There is a bite-size version of this notice available at:

<https://www.ucenmanchester.ac.uk/about/policies>

### 2. What is the purpose of this document?

UCEN Manchester ("we", "our", "us") is committed to protecting the privacy and security of your personal information ("personal data"). This Privacy Notice describes how we collect and use personal information about you in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (the "GDPR"), together with other UK data protection laws.

**Our Data Protection Policy, as well as more information on how we process personal data, can be found at: <https://www.ucenmanchester.ac.uk/legal/dataprotection/> You can also contact our Data Protection Officer at [dpo@itegroup.co.uk](mailto:dpo@itegroup.co.uk) if you have any questions regarding this document.**

It is important that you read this Privacy Notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing information about you, so that you are aware of how and why we are using your personal data and what your legal rights are in relation to it.

### 3. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Some of the personal data we collect about you is classed as being 'special category personal data'\*<sup>1</sup>, for example information relating to your ethnicity or any disability. Access to and sharing of this information is controlled very carefully.

The categories of personal information that we collect, store, and use about you may include:

	Enquirers	Applicants	Students	Next of Kin
<b>Complaint information</b>	✓	✓	✓	✓
<b>Criminal offence data*</b>			✓	
<b>Data captured by CCTV systems and security cameras</b>	✓	✓	✓	✓
<b>Date of birth</b>			✓	
<b>Education history and qualifications</b>	✓	✓	✓	
<b>Education, health and care plan information (EHCP)*</b>			✓	
<b>Employment status, history, and related information</b>			✓	
<b>Financial support information</b>			✓	

	Enquirers	Applicants	Students	Next of Kin
<b>Gender</b>			✓	
<b>Health information, medical conditions or injuries, and learning difficulty and disability status*</b>			✓	
<b>Household situation</b>			✓	
<b>Invoicing details</b>			✓	
<b>IP addresses and cookies</b>	✓	✓	✓	✓
<b>National Insurance number</b>			✓	
<b>Next of kin/emergency and wellbeing contact information</b>			✓	
<b>Personal information and contact details</b>	✓	✓	✓	✓
<b>Photo identification</b>			✓	
<b>Photographs/videos for business purposes</b>			✓	
<b>Photographs/videos for marketing purposes</b>	✓	✓	✓	✓
<b>Race, religion, nationality, or ethnicity*</b>			✓	
<b>Residency status, right to work and immigration information</b>			✓	
<b>Sexual orientation*</b>			✓	

We may collect other additional personal information during the course of our relationship with you.

#### 4. How is your personal information collected?

We typically collect personal information about students through the information you provide to us during the enquiries/application/enrolment process, or through a third party such as the local authority or your previous college.

We also collect personal information about next of kin/emergency contacts, where relevant. We collect this information from the student or from the next of kin themselves.

#### 5. How will we use information about you?

Overall, we use your personal data to deliver our services to you. We have set out the main purposes for processing below.

Data protection laws require us to meet certain conditions before we are allowed to use your personal data in the manner described in this Privacy Notice, including having a "lawful basis" for the processing. Where we process special category personal data or criminal offence data, we are required to establish an additional lawful basis for processing that data.

Some of the below grounds for processing will overlap and there may be several grounds which justify our use of your personal information. We may process your personal information without your knowledge or consent where this is required or permitted by law.

Purpose	Lawful Basis
<b>To assess your suitability for participation in our programmes</b>	<ul style="list-style-type: none"> <li>• To comply with our legal obligations</li> <li>• Performance of a task in the public interest (education)</li> <li>• Necessary for the performance of a contract</li> </ul>
<b>To deliver and administer your education, and related services</b>	<ul style="list-style-type: none"> <li>• Performance of a task in the public interest (education)</li> <li>• Where it is needed to protect a person's vital interests and they are not capable of giving consent (e.g. in an emergency)</li> </ul>
<b>To contact next of kin in an emergency</b>	<ul style="list-style-type: none"> <li>• Necessary for the performance of a contract</li> <li>• To comply with our legal obligations, e.g. in respect of health and safety law or equality law</li> </ul>
<b>To administer, or otherwise deliver, our obligations arising from your contract of study</b>	<ul style="list-style-type: none"> <li>• Performance of a task in the public interest (education)</li> <li>• Legitimate interests (where applicable)</li> </ul>
<b>To provide personal support, including welfare and safeguarding</b>	<ul style="list-style-type: none"> <li>• Where it is needed to protect a person's vital interests and you are not capable of giving your consent (e.g. in an emergency)</li> <li>• With your consent (where applicable)</li> </ul>
<b>Equal opportunities monitoring</b>	<ul style="list-style-type: none"> <li>• To comply with our legal obligations</li> </ul>
<b>Internal and statutory reporting, audit, and other legal obligations, including compliance with health and safety law and monitoring equality of opportunity or treatment</b>	<ul style="list-style-type: none"> <li>• To comply with our legal obligations, e.g. employment and health and safety law</li> <li>• Performance of a task in the public interest (education)</li> </ul>
<b>Direct marketing</b>	<ul style="list-style-type: none"> <li>• With your consent</li> </ul>
<b>Photography for promotional/advertisement purposes</b>	
<b>Research and planning purposes</b>	<ul style="list-style-type: none"> <li>• Performance of a task in the public interest</li> <li>• Where it is in our/your legitimate interests</li> </ul>

## Do we need your consent?

We do not generally process your personal data based on your consent (as we can usually rely on another legal basis, as outlined in the table above). If we do process your personal information based on your consent, we will inform you of this before we start the processing and you will have the right to withdraw your consent at any time.

## 6. If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to provide you with access to our programmes, or we may be prevented from complying with our legal obligations (such as equal opportunities monitoring).

## 7. Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an

unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **8. Automated decision-making**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not envisage that any decisions will be taken about you using automated means, however, we will notify you in writing if this position changes.

## **9. Data sharing**

We may share your personal data with third parties who are essential for complying with our legal and contractual obligations, e.g. government agencies, awarding organisations, colleges and universities, employers, nominated next of kin and wellbeing persons and third-party technology providers. A full register of who we may share your personal data with and why is available on request: [dpo@itegroup.co.uk](mailto:dpo@itegroup.co.uk)

All parties who we share data with are required to take appropriate security measures to protect your personal information, in line with our policies. We do not allow our third-party partners / service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your data may be transferred outside of the UK, for example, where we use third party providers to deliver our services, such as externally hosted software or cloud providers who store data globally. We undertake strict due diligence on all partners to ensure that they have the adequate safeguards in place to protect your data under Article 46 GDPR.

## **10. Data security**

We have measures in place to help protect the security of your information.

- Where the infrastructure is in our direct control, we have put in place appropriate security measures to help prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a legitimate need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.
- We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach, where we are legally required to do so.

## **11. Data retention**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Details of retention periods for different aspects of your personal information are available in our **Records Management Policy** and **Data Retention Schedule** (available on request from [dpo@itegroup.co.uk](mailto:dpo@itegroup.co.uk)).

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Once we no longer require access to your personal information we will retain and securely destroy it in accordance with our data retention policy and applicable laws and regulations.

## **12. Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

## **13. Your individual rights in connection with personal data**

Subject to certain conditions, you have the following rights in relation to your personal data:

**Request access to your personal information** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

**Request correction of the personal information** that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

**Request the restriction of processing of your personal information.** This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

**Request erasure of your personal information** where there is no good reason for us continuing to process it.

**Object to processing of your personal information** where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

**Request the transfer of your personal information** to another party.

**Suspend processing of your personal information**, for example if you want us to establish the accuracy of the data we are processing.

If you wish to invoke any of the above rights, please contact us via email: [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk)

Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk>).

## **14. If you are unhappy with how we have handled your data**

If you are unhappy with how we have handled your data, you may lodge a formal complaint with the following department:

**The Company Secretary & General Counsel**  
LTE Group  
Whitworth House  
Ashton Old Road  
Manchester  
M11 2WH

[dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk)

If you do not wish to discuss your complaint with us, or you are unhappy with our response, you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner's Office (ICO).

This can be done through live chat on the ICO website, or via the telephone:  
[www.ico.org.uk/livechat](https://www.ico.org.uk/livechat)

0303 123 1113

More information on the ICO's complaint procedure can be accessed at:  
<https://ico.org.uk/make-a-complaint/>

