

GENERAL DATA PROTECTION POLICY

Anyone who obtains personal information (“data”) about other individuals is a ‘data controller’ and is thus regulated by the General Data Protection Regulation 2018. The Regulation controls what can lawfully be done with information and gives individuals certain rights to control how information about them is obtained, used, stored and distributed. Hove College Brighton Limited is necessarily a data controller in relation to all the information that it obtains about students as part of the process of their enrolment and attendance on their course.

A. College purposes for processing personal data

1. To maintain up to date contact details such as postal address, telephone number, email address.
2. To monitor expiring dates such as visa and passport.
3. To register individual students with the external awarding body.
4. To verify application information given in lieu of acceptance.
5. To comply with UKVI requirements where applicable.
6. To provide student services such as personal confirmation letters.

B. College principles for processing personal data are that data will be

1. Fairly and lawfully processed in a transparent manner.
2. Collected for specified, explicit, and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate, and when necessary, kept up to date.
5. Not kept longer than necessary.
6. Processed in accordance with the data subject's rights.
7. Subject to appropriate technical and organisational measures against unauthorised/unlawful processing, loss, damage, or destruction.
8. Not transferred to countries without adequate protection.

Data will be kept in secure storage and will not be shared with any third party unless directly requested.

Data will be retained as necessary during a student’s course, and records will be retained for up to seven years after the student leaves the College in case legal proceedings arise during that period. Data will only be retained for a period of longer than seven years if it is material to legal proceedings or should otherwise be retained in the Company’s interests after that period.

C. Students have the following enhanced rights

Right to be informed, Right of access, Right to rectification, Right to erasure, Right to restrict processing, Right to data portability, Right to object, Rights related to automated decision making including profiling.

D. Access to data

1. The College Principal is the Data Protection Officer.
2. A request for access to any personal data that relates to a student should be made by a written request using the Subject Access Request form. While the student remains at college, no fee is payable but after the student has left, a fee of £10.00 or such higher amount as permitted by law from time to time must be paid before access can be granted. The completed form must be returned to the data protection officer with the fee if applicable.
3. On receipt of a request it is College policy to provide copies of all data that it is obliged to disclose within one month of receipt of the request being received by the data protection officer.
4. It is College policy to ensure that all data is as accurate as possible and all necessary steps to ensure that this is the case and to rectify any inaccuracies will be taken.

E. The College has the following lawful bases for processing personal data

1. The individual has given clear consent for the Company to process their personal data for specific purposes relating to their enrolment and attendance on their course of study.
2. The processing is necessary for the contract we have with the individual.
3. The processing is necessary for the legitimate interests of the Company.