



Below is a table providing a list of personal information and the reasons why we collect that information

<b>Personal Information Type*</b> <i>This list is not exhaustive</i>	<b>Description</b>	<b>Reasons for requesting Personal Data which lie within business and legitimate interests and legal duties*</b> <i>This list is not exhaustive</i>
<b>Contact</b>	<p>Your name, date of birth, where you live and how to contact you e.g., home and mobile phone numbers</p> <p><b><i>Applies to: Students, Staff, Volunteers, Trustees, Parents/Carers, Visitor's to the college &amp; the General public</i></b></p>	<p>There are a number of legitimate reasons why it is necessary to contact you or for us to hold this information. For example, the Statutory Register for Trustees or emergency parental contact information. This information will be held securely and not shared with anyone else or made public. Some internal email groups will be created in which you will be able to see other members' email addresses</p>
<b>Contractual</b>	<p>Details about your employee contract or enrolment contract, including qualifications and references</p> <p><b><i>Applies to: Students, Staff</i></b>            Current employment, appointments (voluntary or other) membership of professional bodies, groups or organisations, or any other interests not mentioned above</p> <p><b><i>Applies to: Trustees</i></b></p>	<p>To manage employee/employer relationships.            To manage student/teacher relationships.            Fulfilling contractual obligations is a legal duty.</p> <p>For governors we collect this information to identify possible conflicts of interest. The ESFA requires the personal contact details of the Chair of Trustees.</p>
<b>Locational</b>	<p>Data we get about where you are, such as the address where you connect a computer to the internet</p> <p><b><i>Applies to: Students, Staff, Volunteers, Trustees</i></b></p>	<p>Complying with regulations that apply to us, for example, Data Protection and Safeguarding.</p>
<b>Technical</b>	<p>Details on the devices and technology you use via the College Wi-Fi</p> <p><b><i>Applies to: Students, Staff, Volunteers, Trustees</i></b></p>	<p>Complying with regulations that apply to us for example Data Protection and Safeguarding. Also monitoring business need and where we may need additional resources.</p>



<p><b>Special types of personal data</b></p>	<p>The law and other regulations treat some types of personal information as special. We will only collect and use these types of data if the law allows us to do so: racial or ethnic origin, religious or philosophical beliefs, trade union membership, genetic and bio-metric data, health data including gender, criminal convictions and offences</p> <p>Applies to: Students, Staff, Volunteers, Trustees</p>	<p>We need to collect data on learning and health needs in order to support students effectively in their studies and personal wellbeing. In order to monitor diversity effectively, it is necessary to collect personal information across all nine of the protected characteristics under the Equality Act 2010. You may be asked to complete an Equal Opportunities Form, although completion is voluntary. An annual Equality &amp; Diversity report may be produced and published, with all details anonymised.</p>
<p><b>Socio-Demographic</b></p>	<p>This includes details about your work or profession, nationality, education and where you/parent/guardian fit into general social or income groupings</p> <p>Applies to: Students, Staff, Trustees</p>	<p>See 'Special Types of Personal Data' above. The ESFA requires this information for funding purposes. UCAS requests this information for monitoring diversity and inclusion and in making decisions related to contextual offers. We may require evidence of family income or benefits to assess your eligibility for fee remission, a bursary or free college meals.</p>
<p><b>Financial</b></p>	<p>Your bank details.</p> <p>Applies to: Staff, Volunteers, Trustees, Parents, Students</p>	<p>This may be to pay staff salaries or reimburse expenses or to make bursary payments to students. Parents can provide bank details for refunds, for example, for a trip which is no longer taking place after a deposit has been paid.</p>
<p><b>Transactional</b></p>	<p>Details about payments to and from your accounts with us, and salary payments</p> <p>Applies to: Staff, Volunteers, Trustees, Parents</p> <p>Details about educational progress</p> <p>Applies to: Students</p> <p>Details about professional progress</p> <p>Applies to: Staff</p>	<p>This may be to pay staff salaries or reimburse expenses or to make bursary payments to students. The college also has a legal duty to make additional employer payments relating to salary, for example, National Insurance Contributions and LGPS and TPS pension contributions.</p> <p>We share this information between staff to monitor students' progress and for the purposes of report and reference writing.</p> <p>We share this information between line managers for the purposes of monitoring professional progress (appraisal and more widely performance management) and for the purposes of reference writing.</p>



<b>Documentary Data</b>	<p>Details about you that are stored in documents in different formats, or copies of them. This could include things like your passport, driver's licence, birth certificate or qualification certificates.</p> <p><b><i>Applies to: Students, Staff, Volunteers, Trustees</i></b></p>	<p>We collect this information to ensure you are suitably qualified and have the residency status to study the course on which you are enrolled or to take up the job role for which you have been employed. For staff, this information is included on the Single Central Record for the whole period you are employed by the College.</p>
<b>Consent</b>	<p>Any permissions, consents or preferences that you give us. This includes things like permitting Parent/Guardian access to selected areas of your information, appointments, progress, subject reviews and/or attendance data.</p> <p><b><i>Applies to: Students</i></b></p>	<p>We request this information from students in order that we can communicate effectively with parent/s and carer/s about a student's academic progress and personal wellbeing. We would not normally seek consent from the student regarding parental involvement for students under the age of 18.</p>
<b>Open Data and Public Records</b>	<p>Details about you that are in public records, such as the Electoral Register, and information about you that is openly available on the internet</p> <p><b><i>Applies to: Students, Staff, Volunteers, Trustees</i></b></p>	<p>Public interest. We may store this information if you work with us in a voluntary capacity or as a trustee in order to inform how we can best make use of your skills and experience.</p>
<b>National Identifier</b>	<p>A number or code given to you by a government agency to identify who you are, such as a National Insurance number or Unique Learner Number.</p> <p><b><i>Applies to: Students, Staff, Volunteers, Trustees</i></b></p>	<p>We need National Insurance Numbers for legal reasons and ULNs for the efficient management of students' qualifications and examination entries.</p>
<b>Social Relationships</b>	<p>Your family, friends and other relationships</p> <p><b><i>Applies to: Students and Staff</i></b></p>	<p>We sometimes request this information from you to support wellbeing or for advertising and marketing purposes. We will request your consent for this information.</p>