

Student Privacy Notice

2025-26

Responsible Officer:	Executive Director Digital Transformation and MIS
Date:	November 2025
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Procedure available:	Intranet, Website
Approved by:	Executive and Finance & Resources Committee

Student Information Privacy Notice

How we use student information

We, Buckinghamshire College Group (the **College**), collect personal information about yourself in order for you to apply and enrol as a student and to allow you to use College systems and services.

Primarily, your personal data may be used for: -

- Administrative services, such as course registration, examination, and certification.
- The provision of student support services and other student guidance.
- Statistical, funding and research purposes, relating to education, training, employment and well-being.

When we do collect your personal data, we are regulated under the General Data Protection Regulation (**GDPR**) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

This privacy notice was last updated on 17th November 2025.

The categories of student information that we collect, hold and share include:

- **Identity and Contact Data:** personal information (such as name, date of birth, next of kin details, unique learner number, national insurance number, home address, email address and telephone number).
- **Characteristics Data:** gender, ethnicity, nationality, country of birth, country of domicile.
- **Disabilities Data:** Disclosed and assessed learning difficulties / disabilities.
- **Historical Data:** Prior attainment levels and the details of previous educational institutions attended.
- **Employment Data:** Current employment status
- **Criminal Data:** Criminal convictions and offences.
- **Attendance Data:** Attendance information (such as sessions attended, number of absences and absence reasons)
- **Study Data:** Study programme details.
- **Assessment Data / Student Work:** grades awarded, modules completed, qualifications completed, work completed as part of a course.
- **Image Data:** Photographic images or video footage (only where we have obtained explicit consent), CCTV footage
- **Safeguarding / Incident Data:** data about any safeguarding or incident information we record whilst you are enrolled with the college
- **Destination Data:** destination and progression records (such as name of institution/organisation that a student attends upon leaving the College).
- **Social Worker Details:** and other agency professionals linked to your care
- **Parent/Legal Guardian/Next of Kin/Emergency Contact details:** the details we hold will depend on whether the student is under the age of 18.

Why we collect and use this information

We use your personal data:

- to support student learning and achievement
- to track, monitor and report on student progress
- to provide appropriate pastoral care, including speaking with parents/guardians and next of kin as necessary, as well as external agencies if required
- to enable us to fulfil our obligations in relation to the provision of Special Education Needs support for example, participating in Educational Health Care Plans and meetings, providing additional Learner Support and carrying out risk assessments in connection with any needs

- to help keep students, staff, and the college community safe, for example by managing entry to our campuses
- to enable us to deal with student finance administration, funding agreements, financial assistance and bursary applications
- to assist in the detection, investigation and prevention of crime
- to comply with our Data Subject Access Request and Individuals' Rights obligations under the GDPR
- to perform checks in connection with enrolment onto courses and training which may include obtaining references, details about prior professional qualifications and academic checks, DBS checks, Criminal offence and conviction data from Police, Visas, Right to Work in the UK (for Apprentices), Driver Check
- to ensure the health, safety and wellbeing of students
- to assess the quality of our services
- to meet statutory funding arrangements
- to comply with the law regarding data sharing
- to produce exam and achievement certificates, exam timetables and registration and administration of exams, academic qualifications, awards and accreditations
- to enable us to collect and make payments in relation to courses, materials, provision of goods, etc.
- to provide access to Bucks College Group systems
- to use CCTV recording and photographic images for safety and security purposes
- to enable us to deal with student finance administration, funding agreements, financial assistance and bursary applications, student accommodation
- to support the submission of the ILR [Individualised Learner Record] for the collection of funding and to ensure public money is being spent in line with government targets
- provision of careers and similar guidance
- statistical and research purposes to support the development of education, wellbeing, and equal opportunities practices

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Comply with a contractual obligation
- Carry out a task in the public interest
- Less commonly, we may use personal information about you where:
 - You have given us consent to use it in a certain way
 - We need to protect your, or someone else's vital interest
 - We have legitimate interests in processing the data

Please contact us if you need details about the specific legal ground we are relying on to process your personal data.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

We collect student information via a variety of methods, for example paper/electronic application and enrolment forms via our website / links sent in emails or student portals. In order to comply with data protection legislation, we will inform you whether you are required to provide information to us or if you have a choice in this.

We also collect your personal information from different sources for example when you make enquiries with us; when you provide your details for marketing purposes; when you register for events such as open days and when you register as a student with us or provide us with any other information during your course or apprenticeship. Your personal information may also be provided

to us by various third-party sources which may include your legal guardian, current or former school, college or university, past, apprenticeship and course providers, current and future employers and placement providers, the local authority, UCAS, student loan companies, careers services and other institutions involved in joint programmes.

Your information may be shared with us by the Police, Social Care, Health, Youth Offending Team and sometimes voluntary agencies where there is a safeguarding concern or in relation to Public Protection.

We will ask to see your identification data to ensure we have your correct details and can verify your identity before accepting you on a course and where required we may ask to see your ID documents at various points during your study with us where your student ID is not sufficient. We may take copies for proof / auditing purposes where necessary, however we avoid this as far as is possible.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Storing student data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

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 whilst you are studying with us or are on an apprenticeship or work placement organised by us.

For European Union (EU) funded projects, we are required to keep records until 31st December 2025.

Who we share student information with

We routinely share student information with:

- Educational institutions that the student attends after leaving the College
- Educational institutions that the student has attended before joining the College
- Local Authorities
- The Department for Education (DfE)
- The Office for Students (OfS)
- The Learner Records Service (LRS)
- The National Careers Service
- UCAS
- Any other Government Agency where we are required to share your data
- Other educational institutions and organisations performing research and statistical work on behalf of the Department for Education, or partners of those organisations
- Parents / carers / guardians, for students under 18
- Your designated emergency contact, where appropriate
- Employers that sponsor a student on a course of study
- Agencies who are required to audit our student and financial records
- Agencies who support the collection of unpaid / outstanding course fees
- Police and enforcement agencies, and emergency services in the case of an emergency

- Educators, examining bodies, other validating and awarding bodies in connection with registration, administration and moderation in relation to examination and awarding qualifications, awards and accreditations
- Suppliers and 3rd party data processors to enable them to provide a service we have contracted them for e.g. Microsoft
- Disclosure and barring service (DBS) where relevant for placement work
- Information Commissioner's Office (ICO) (complaints/breaches investigations)
- Internal and External Auditors (e.g. Financial Accountants/HMI Inspectors)

We will only share your information with partners or suppliers who have sufficient measures and procedures in place to protect your information and can meet their legal obligations under data protection legislation.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We have found that academic success is closely linked to the involvement and support of parents, guardians and carers. For this reason, the College will share information in respect of academic progress and attendance with parents, carers and guardians of students below 18 years of age who have been named at enrolment at the College. For students aged below 18 at the start of their programme, but who turn 18 during the academic year, we will continue to share information with parents, carers and guardians for the duration of the academic year. For those aged 18 or over at the start of an academic year, information will only be shared with your designated contact where prior consent has been obtained, or where we believe we need to do so to support your welfare and have been unable to get in contact with you. Likewise, we also have a policy of sharing the same information with employers that sponsor a student on a programme of study.

We share student data with the DfE, OfS and other Government agencies, or partners of those organisations, on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring.

Data collection requirements:

To understand what learner personal data is collected by the DfE, and how it is handled, go to:

[Personal information charter - Department for Education - GOV.UK](https://www.gov.uk/government/publications/personal-information-charter-for-the-education-sector)

To find out more about the statutory data collection requirements placed on us by DfE and its agencies, go to:

<https://www.gov.uk/education/data-collection-for-further-education-providers>

Youth support services

Students aged 16+:

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit your local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils and students in schools and colleges in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools and colleges, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the Individualised Learner Record (ILR). Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil and student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, students have the right to request access to student information that we hold. To make a request for your personal information, contact oroth@buckscollegegroup.ac.uk

You also have the right to:

- be informed about the collection and use of your personal data
- access and obtain a copy of your data on request;

- require the College to change incorrect or incomplete data;
- obtain and reuse your personal data for your own purposes
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing; and

ask the College to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the College's legitimate grounds for processing data or claim compensation for damages caused by a breach of the Data Protection regulations. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Contact

If you would like to discuss anything in this privacy notice please contact Oliver Roth, Executive Director MIS and Digital Transformation, oroth@buckscollegigroup.ac.uk.