



# **KENSINGTON COLLEGE OF BUSINESS**

## **PRIVACY POLICY**

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Kensington College of Business (KCB) takes the privacy of our students seriously. This statement has been processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The College is continuously committed to safeguarding the privacy of our students, while providing a personalised and valuable service. KCB collects and processes personal information to effectively manage the student's learning, facilitate, support and deliver the student's education in order to meet its statutory obligations as a Higher Education (HE) institute. KCB is committed to being transparent and accountable on how it collects, protects and uses personal information.

## **1. DATA COLLECTION PROCESS**

The College collects the following information under the General Data Protection Regulations (GDPR) Article 6c (Legal Obligation), and 6e (Public Task) and the Data Protection Act 2018, in order to comply with the legal requirements from the Office for Students (OFS) and the Education and Skills Funding Agency (ESFA).

According to GDPR there are only two main explanations why institutions should process student information: they are either on a lawful basis or by seeking consent from the applicant itself. Most of our student information are collected for both reasons on a lawful basis and because our students give consent.

The College collects student personal information in a number of different ways, these could be retrieved through the following:

- The use of enquiry, application and registration forms directly to the College;
- When you apply to study at KCB and complete our application forms via our website and / or through UCAS and when you complete other admissions processes and procedures;
- When you communicate with the College by telephone, e-mail or via the College website;
- In various other ways as you interact with the College during your time as a student of KCB, for the various purposes mentioned below;

## **2. THE SECTIONS OF DATA COLLECTED**

- Personal Details - Student's name, surname date of birth and gender;
- Contact Details - Student's address, telephone number and e-mail address;
- Emergency contact details (as per the GDPR article 6d (Vital Interests));
- Educational history, work experience and other information from the student's CV;
- Information about student's nationality and residency, and previous address if applicable;
- Student Medical History;
- Provision of support and welfare services such as counselling and careers advice;
- Information about student's racial or ethnic origin; religion or similar beliefs; and sexual orientation;
- CCTV - The College record images of students, staff and visitors in the College on CCTV for crime prevention and detection, safety, security and safeguarding purposes.
- CCTV footage is retained for 30 days;
- Criminal Convictions, this is to protect staff and students from KCB (GDPR article 6d (Vital Interests) and to support those students who have a conviction (GDPR article 6a (Public Task));
- Financial information relating to student's tuition fees and other financial charges such as course fees, scholarships, payments made and outstanding fees.

## **3. HOW THE COLLECTED DATA IS USED**

The collected data is used for the following:

- Processing student's application, including seeking confirmation of student's qualifications from student's previous institutions;
- Enrolling as a student and maintaining student records for 6 years;
- Administering student's course and academic progress;
- Administering the financial aspects of student's studies, including tuition fees and other financial charges;
- Providing and offering services to the student during their time at KCB; including pastoral care;
- Submitting reports and statistics to government organizations and / or third parties, which the College is legally required to act on. These include the following governmentally recognised organizations:
  - The Higher Education Statistics Agency (HESA)

- National Student Survey (NSS)
- Monitoring equal opportunities
- Safeguarding and securing the welfare of students
- Offering alumni services

#### **4. SHARING YOUR PERSONAL INFORMATION**

Except with sharing student's personal information with HESA and NSS, and the following organizations mentioned below have access to your information; the College will not disclose any personal information to other external organizations without student's consent, unless it is in the student's crucial interest to do so.

- Office for Students (OfS)
- Higher Education Funding Council (HEFCE) or its agents for the purpose of administering the national student survey, and to the College agents for the purpose of administering the College's own survey
- Local Authorities
- Awarding Bodies
- Universities and Colleges Administration Service (UCAS)
- Release of results to former schools / Colleges
- Employers and educational providers who have requested references (with student consent)
- Debt collection agencies for outstanding fees
- Student Loans Company
- Crime and taxation – we may share student's personal information for the purpose of detecting or preventing crime or for taxation purposes.
- UKVI

The student's personal information will never be sold to other third parties.

The College shares your personal information with third parties where there is a legal obligation including ESFA, Office for Students, Police, Social Services and other education providers. As a legal requirement from the Department for Education (DfE) to comply with specific course designation criteria, KCB has to provide your personal information to HESA. This is a legal requirement and, therefore the College will not need to seek the student's permission to disclose any information to HESA.

## ESFA PERSONAL INFORMATION SHARING AGREEMENT:

This privacy statement is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform KCB students that their personal information will be used by the DfE, the ESFA and any successor bodies to these organizations. For the purposes of relevant personal information protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to carry out its functions and to meet its statutory responsibilities, including under the Apprenticeships and Skills. Your information will be securely destroyed after it is no longer of use to the College.

Your information may be shared with third parties for education, training, employment and well – being related purposes. This will only take place where the law allows it and the sharing is in compliance with the data protection legislation.

### **5. ATTENDANCE MONITORING**

Students enrolling on a course at KCB must agree to have their attendance and engagement monitored, and for the data to be used for intervention and reporting purposes. The College monitors student's attendance and engagement because the College has a duty of care as a responsible institution to follow up promptly on matters of non-attendance and non-engagement so that students can be given the support they need and given the opportunity to succeed.

The College is obliged to comply with the requirements of UKVI, Student Loans Company and other external agencies which needs monitoring and reporting of student attendance and engagement.

### **6. HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

The College may retain student's personal information for a period of six years after the student has completed their course with KCB. Some information may be retained indefinitely by the College, to maintain student academic record for archiving purposes. The information which will be indefinitely kept by the College are:

- Student Name
- Student ID

- Student Grades
- Student Financial History

## 7. YOUR RIGHTS

According to GDPR (2018), the student has the following rights:

- To obtain access to, and copies of the personal data that the College holds about the student;
- To require that the College cease processing the student's personal data if the processing is causing the student damage or distress (if it is not lawfully needed to provide the service);
- To require the College not to send the student marketing communications;
- To require the College to correct the personal information the college holds about the student, if the information is incorrect;
- To require the College to delete the student's personal information (if it is not lawfully needed to provide the service);
- To object, on grounds relating to the student's particular situation, to any of the college's particular activities where the student feels that this has been an inconsistent impact on their rights.

## CONTACT US

If you have any queries about this privacy statement or how we process your personal information or to request access to the personal information that the College holds about you, you can contact our Data Protection Officer by e-mail, telephone or by post:

Email: [shivakanth@kcb.ac.uk](mailto:shivakanth@kcb.ac.uk)

Telephone: 0207 404 6330 (ext: 344)

Post: Data Protection Officer, Kensington College of Business, 28 Portland Place, London W1B 1LY.