Privacy Notice: Applications

The Windsor Forest Colleges Group is a provider of further and higher education. Our full contact details are at the end of this notice.

This privacy notice lets you know what happens to any personal data that you give the College Group in connection with your application to study on a course with us and how the College Group complies with UK GDPR (General Data Protection Regulations).

What we collect

We collect the following personal data as part of your Course Application:

- Login details (including secure password)
- Name, gender and other equal opportunities information
- Contact information
- Demographic information such as postcode
- Education history
- Medical information such as disabilities
- Information about your residency status
- Care leaver and carer status.

Why we collect your data

Data is collected in order to process your Course Application and assess your suitability for the course you have applied for.

Data is also used to identify additional support needs you might require while at college. The College Group may contact you to discuss this prior to you coming to college.

The College Group may use your contact details to contact you to offer help with your application if you start to fill in the application form but do not complete it.

The data collected for the reasons above is collected as part of The College Group's legal obligation in respect of providing education as per Government legislation.

Data is also collected to enable the College Group to complete statutory returns to the relevant funding body which is a Public Task, under official authority.

Where the data collected is categorised, under GDPR, as "sensitive data" this processing is necessary for reasons of substantial public interest as part of our obligation to provide the information to the relevant funding body and as required of the College Group to comply with the Equality Act 2010.

In the event that any of the data is optional, the online application form will make this clear.

Who do we share this information with?

Microsoft Azure - At the point of application we create your IT Account using Azure Active Directory, now called Microsoft Entra. The Group also uses Microsoft's UK South data centres for storage and processing of data - including Cognitive/AI Search services for information retrieval and App Services to run internal web applications. All student data held within Microsoft data centres is held and processed within the UK South region.

Google Workspace - At the point of application we create your IT Account within Google Workspace. We use Google Workspace for online learning and storage and processing of data. All student data remains within the European union.

Data may be shared with the relevant funding body via various statistical returns, which are audited by college-appointed auditors.

In the event of a system failure or other software error, your data may be shared with one of our suppliers, Tribal Education Ltd.

Data may also be shared with relevant government agencies where required under the College's legal obligation to comply with the Equality Act 2010. Data may also be shared with other government specified agencies deemed in the public interest.

As the Data Controller, the College Group will make sure that any third parties we share your data with are compliant with the GDPR.

The College Group will not share your information with any other third parties and your data will not be held or transferred outside of the UK except in circumstances where a contract or data sharing agreement exists.

How long do we store this information for?

Personal data on successful applications will be stored securely for 12 years from the end of the academic session that you studied at the College.

Personal data on incomplete applications, and unfinished applications, will be stored for 5 years from the end of the academic year of application.

Who has access to the information?

The College will ensure that suitable physical, electronic and managerial procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

Your rights

As a student (data subject) you have the following rights:

Right of access
You have the right to request to see a copy of the data we hold about you

Right to rectification
You have the right to request corrections to the data we hold about you if it is incorrect

Right to object
You have the right to object to any data collected under a Public Task being processed. However, this is not an absolute right and the College Group will assess any request against the grounds for processing.

You do not have the right to object to data being processed where the data has been collected and processed for reasons of substantial public interest.

Right of Erasure
You have the right to request erasure of your personal data, however, this is not an absolute right and the College Group will assess the grounds for processing.

You do not have the right to request erasure of your personal data where the data has been collected and processed for reasons of substantial public interest, legitimate interest or legal reasons.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, remember settings for the next time you visit a website or to provide information to the owners of the website.

The College Group's Online Course Application System uses cookies to store a security token to help ensure the security of the data as you complete the online form by preventing others from seeing your information and making sure you are logged in as you complete the form.

These cookies are essential for the operation of the College Group's Online Course Application System.

Contact us

If you have any questions relating to your Course Application or how we use your data, you should contact the Admissions team.

You have the right to lodge a complaint against the College Group regarding data protection issues with the Information Commissioners Office (ICO) (contact ICO)

If you have any questions relating to data protection at the College, you should contact the College Group's Data Protection Officer at data.protection@windsor-forest.ac.uk.

Data Protection Officer

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