

Myerscough College & University Centre Privacy Notice Applicants and Learners

Introduction

Myerscough College & University Centre (“the College”) collects and processes personal data to deliver education, training and support services.

Where you are undertaking an apprenticeship or work-based learning programme, your employer and the College will work together, and personal data will be shared between both parties where necessary.

We would be unable to exercise our responsibilities and fulfil our education and support obligations to you without collecting, storing and using your personal data. This Privacy Notice explains what personal data we collect, how we use it, who we share it with and also provides guidance on your individual rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice also explains how we process data in relation to apprentices and work-based learners, and statutory data returns required by funding bodies and applies to information we collect about:

- People who use or may use our services:
 - Individuals who request course-related information from us
 - Individuals who apply to and/or study a course with us
 - Employers who purchase training from us
 - Employers who take a learner on work experience or a placement
 - Employers who employ an Apprentice, using the College’s services as a training provider

If you are asked to provide information to us, it will only be used in the ways stated in this Privacy Notice. We take our UK GDPR obligations very seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner.

Data Controller

The College is the Data Controller and processes personal data in accordance with UK GDPR and the Data Protection Act 2018.

We are registered with the Information Commissioner’s Office (ICO) and our registration number is Z8917574.

Contact Details

Data Protection Officer
Myerscough College
St Michaels Road
Bilsborrow
Preston
PR3 0RY

Data Processor

In most circumstances, the College acts as the Data Controller for your personal data.

In some cases, we process personal data on behalf of other organisations (Data Controllers) such as the Education and Skills Funding Agency (ESFA), Office for Students (OfS), or other partners involved in the delivery of education and training.

In these cases, we will process data only in accordance with their instructions and applicable data protection law.

For apprenticeship programmes:

- The College is the Data Controller for training delivery and assessment
- Your employer is the Data Controller for employment-related data
- Both parties share data where necessary to deliver the apprenticeship

What Personal Data We Collect

We collect personal data directly from:

- You directly
- Schools, employers, awarding bodies and government agencies
- Internal systems

Initial Enquiry

- Name
- Contact Details (telephone number, email, address)
- Subject / Area of Interest

Course Application and Enrolment

- Name
- Contact Details (telephone number, email, address)
- Date of Birth
- Gender
- National Insurance Number
- Ethnicity
- Nationality and Country of Residence
- EU Resident Status
- Educational History and Qualifications (or Predicted Grades)

- Learning Difficulty/Disability Declaration
- Criminal Conviction Declaration
- Local Authority Care Declaration
- Household Situation Declaration
- Next of Kin Name and Contact Details
- Employment History
- Method of Travel to College
- Medical History
- Vehicle Registration Number (where appropriate)
- Copies of passports, visas and any other documents required to ensure compliance with Home Office requirements for Tier 4 international learners

We may also receive information from previous schools or colleges, employers, awarding bodies and government agencies such as the ESFA and Department for Education.

For apprenticeship programmes, we will share relevant information with End Point Assessment Organisations (EPAOs).

During the Course of your Studies

- Photographs, and video recordings for the purpose of learner assessment and examination
- Assessment evidence and outcomes
- ILR data for the purposes of funding, audit, policy and research
- Financial information collected for the purposes of administering fees and charges, loans, grants, scholarships and hardship funds
- Information about your engagement with and use of our services, such as the Library and Careers Service
- Information gathered for the purposes of equal opportunities monitoring

We are required to share learner data with the Education and Skills Funding Agency (ESFA) via the Individualised Learner Record (ILR).

As part of our commitment to your safeguarding, health and wellbeing whilst studying at Myerscough College and University Centre, you will be asked to provide information on your medical history as well as any medications currently being taken.

Halls of Residence

Learners wishing to apply to stay in Halls of Residence will be required to provide the following additional information:

- Financial Guarantor Name and Contact Details
- Bank Details
- Biometric Information for Catering Plans
- Vehicle Registration Number – evidence of V5, Driving Licence, Insurance and MOT must also be provided, however copies will not be stored

Categories of Personal Data

Myerscough College and University Centre recognises the significance of sensitive personal data and will only process such data if certain conditions are met. These conditions are outlined in guidance from the UK Information Commissioner's Office.

Why We Process Your Personal Data

We process data to:

- Deliver education and training
- Meet ESFA funding requirements (including ILR submission)
- Support safeguarding, wellbeing and learning

The largest volume of data that we process is in relation to learners, this being for the purposes of:

- Recruitment and Admissions (course enquiries, application and enrolment)
- Academic matters including: the provision of teaching, learning and assessment (registration with awarding bodies, assessment and examinations, attendance monitoring, managing progress, academic misconduct investigations, certification and graduation)
- Maintaining learner records
- To fulfil our statutory reporting requirements
- To meet Education and Skills Funding Agency (ESFA) funding requirements, including submission of data via the Individualised Learner Record (ILR)
- Assessing eligibility for scholarships and bursaries
- Providing learner and learning support services
- Safeguarding and promoting welfare of learners
- Ensuring the health and safety of learners
- Providing appropriate work placements
- Monitoring equal opportunities
- Managing car parking on campus
- Administering finance (fees, scholarships and bursaries)
- Carrying out audits to ensure our compliance with legal and regulatory obligations
- Preventing and detecting crime
- Dealing with complaints, appeals and disciplinary issues
- To monitor and evaluate the learner experience

Where personal data is shared with us about an individual, we will seek assurance from that third party that they have a legal basis for providing us with this and that their systems and processes are in compliance with UK GDPR.

Legal Basis for Processing

- Contract
- Legal obligation (ESFA, ILR, safeguarding)
- Public task (education provision)
- Legitimate interests
- Consent

Special category data is processed under Article 9 UK GDPR.

In general terms, we process your personal data for the administration of your position as a learner of Myerscough College and University Centre. More specifically, the legal basis for the processing of the data that you provide to us is:

Consent

- For the communication of marketing information, events and services where you have opted in.

Contract

- To fulfil our commitment to our learners in relation to teaching, learning and assessment.
- The processing and recovery of fees, including course and accommodation fees.

Legal Obligation

- To comply with ESFA funding rules, audit requirements, and ILR data returns.
- To fulfil our obligations with UK Visas and Immigration Agency as Student Visa sponsors.
- Reporting of safeguarding concerns or to facilitate the prevention or detection of crime.

Vital Interests

- To make contact with learner's next of kin in the event of a medical emergency and for the purposes of ensuring the safety and wellbeing of our learners.

Public Task

- Administration of complaints, appeals, investigations and disciplinary proceedings concerning learner misconduct, necessary for a task in the public interest, namely:
 - the provision of Further and Higher Education, including the delivery of publicly funded education and apprenticeship training, to maintain the integrity of our assessment process, academic standards, our reputation and the welfare of our staff and learners.

Legitimate Interest

- Monitoring of learner attendance for the purpose of ensuring our learners achieve academic success through full engagement with their studies.
- Monitoring of the use of IT services in accordance with our Acceptable Use Policies and Procedures
- Administration of financial aid such as bursaries and scholarships, for the for the legitimate purpose of providing financial support for learners
- Assessment and provision of learning and other support services for the legitimate purpose of providing appropriate support to learners, based upon their individual needs
- Use of CCTV systems in accordance with the ICO Code of Practice for the legitimate purpose of providing a safe environment, facilitating the prevention and detection of crime and to assist with investigations into potential breaches of policies and procedures.

We do not use your personal data for automated decision-making or profiling that produces legal or similarly significant effects.

Special Category Data

Where we process special category (sensitive) personal data, we do so under Article 9 UK GDPR, including conditions such as:

- Substantial public interest (education provision, equality of opportunity, safeguarding)
- Provision of health or social care support.
- Safeguarding of children and individuals at risk.

Information Sharing and Disclosure

Myerscough College and University Centre will not sell or rent your personal information.

Your information may, by necessity, be disclosed to relevant staff for the purposes of teaching, learning and assessment and for the provision of learning support and exam access arrangements where this need has been assessed.

Third parties with whom we may share your information include:

Regulatory and Funding Bodies

- Education and Skills Funding Agency (ESFA) (including via the Individualised Learner Record – ILR)
- Office for Students (OfS)
- Higher Education Statistics Agency (HESA)

Employers and Work Placement Providers

- Employers supporting apprenticeships, work placements, or industry placements

End Point Assessment Organisations (EPAOs)

- Approved organisations responsible for assessing apprentices at the end of their programme.
- This may include sharing:
 - Identity details
 - Training and assessment records
 - Evidence required for assessment
 - Final outcomes

EPAOs process this data to carry out independent assessment as part of completing your apprenticeship.

Awarding and Professional Bodies

- Approved organisations for registration, assessment, and certification purposes

Service Providers

- IT systems, e-learning platforms, and learner record systems

Other Organisations

- Law enforcement and regulatory bodies, including the Police, where required
- Local Authorities and safeguarding partners

- Student Finance providers
- UK Visas and Immigration Agency
- Insurance Providers
- Debt Collection Agencies
- Schools

Where you are undertaking an apprenticeship or work-based learning programme, we will share information with your employer. This may include:

- Attendance and engagement information
- Progress and achievement data
- Assessment outcomes
- Information required to support your learning and development

Your employer may also share information with us to support your training and meet funding requirements.

We will only share information that is necessary and will ensure appropriate safeguards and Data Sharing Agreements are in place.

Myerscough College and University Centre seeks the written assurance as to UK GDPR compliance of all third parties with whom information is shared and will not share information where this is not received. Further details on third parties with whom we share personal data can be found in our Register of Third Parties.

How Long We Keep Your Personal Data

Retention periods may vary depending on the type of data and legal requirements.

Personal data is retained in line with our Data Retention Policy and Procedure.

For most learner records, this will typically be up to 6 years after completion of your studies, in line with ESFA and audit requirements.

Data Security

We take appropriate technical and organisational measures to ensure personal data is protected, including:

- Secure systems and controlled access
- Staff training and confidentiality obligations
- Data sharing agreements with external organisations

International Transfers

We do not routinely transfer personal data outside the UK. Where this is necessary, appropriate safeguards will be implemented in compliance with UK GDPR.

Your Rights

You have the right to:

- Access your personal data
- Rectify inaccurate or incomplete data
- Request erasure (where applicable)
- Restrict processing
- Object to processing (in certain circumstances)
- Request data portability (where applicable)
- Withdraw consent where processing is based on consent

Complaints

If you are concerned about how we process personal data, please contact us in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk>

Changes to this Privacy Notice

We will regularly review our Privacy Notice and reserve the right to amend it from time to time, as required by law. Any changes will be immediately published on our website.

Version	2.0
Effective Date	August 2025
Review Date	August 2026
Owner	Data Protection Officer



Professional



Passionate



Collaborative



FREDIE