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COLLEGE

# How and why does the college use Personal Data 2023 - 2025

**Approved by:** Academic/Quality Assurance Board

**Date of approval:** 12/06/2023

**Effective date:** 12/06/2023

**Next review date:** 30/06/2025

VERSION: 002

## Contents

What personal data does the college collect?.....	3
Initial email/telephone enquiry.....	3
Details from application forms: .....	3
The College collects the following information from academic and non-teaching staff, which is outlined below: .....	4
Sharing of personal data.....	5



To enable us to administer student-related functions from original applications through to graduation and to provide alumni services;

- To produce information including statistics for relevant external agencies such as the Higher Education Statistical Agency (HESA), which allocates funds to the college based on student numbers;
- To enable College staff to communicate with students;
- To monitor academic progress throughout enrolment towards completion of a qualification;
- To carry out assessments, authorise the award of qualifications and verification of awarded qualifications
- To monitor complaints, disciplinary cases and academic appeals;
- To provide student support services, IT and Moodle where the student has access to their learning sources;
- To monitor, develop and update College systems to ensure they continue to operate effectively and securely
- The college also processes personal data in relation to staff, both academic and non-teaching. This is undertaken to facilitate recruitment activity and to administer the requirements the college must meet as an employer in line with UK law. In addition, it is used to facilitate operational activity within the relevant faculty / professional service.

### **What personal data does the college collect?**

The college collects personal data from students at several stages. The personal data collected is mentioned below:

#### **Initial email/telephone enquiry**

- Name and Address
- Contact details (Telephone Number, Email Address)
- Subject / Area of interest

#### **Details from application forms:**

- Name and Address
- Contact details (Telephone Number, Email Address)
- Age / Date of birth
- Gender
- Nationality and Country of Residence
- Educational Records to Date
- Academic References (Including personal statement, Resume and grades)
- Disability Declaration

- Criminal Conviction Declaration
- How did they hear about us, and if a friend who studies here recommends mentioning their name or Student ID.
- Programme name
- Next to Kin detail (Name, Address, mobile, home phone, email and country and town.
- Applicant passport number, place of issue, date of issue and valid till.
- Work Experience detail if an applicant has it
- Ethnic Origin
- Proof Address
- Sexual Orientation
- Religion or Belief
- Student support eligibility check
- Previous qualification results
- Photograph
- Students taking courses in HND Health and Social Care and Diploma in Education and training need a DBS Clearance.

**The College collects the following information from academic and non-teaching staff, which is outlined below:**

**Initial application:**

- Name and Address
- National Insurance Number
- Contact details (telephone number, email address)
- Self-declaration of permission to work in the UK and upload of passport/visa copy if necessary
- Relevant qualifications or indication of highest qualification held
- Professional Development/training and membership of any professional body
- Employment history
- Referee details
- Data captured for equal opportunities monitoring (gender, date of birth, nationality, marital status, sexual orientation, religious belief, ethnicity)
- Declaration about any disability as defined under the Equality Act 2010 Once a candidate has been made an offer of employment:
- Bank details
- Emergency contact details
- Health information
- Certain positions also require a DBS compliance check to be completed
- Data captured for equal opportunities monitoring

## Sharing of personal data

### Professional and Funding Bodies:

- Validation of registrations and awards; and
- Approval of funding applications. National/Local Government Departments and other public bodies:
- Higher Education Statistics Agency (HESA) to produce a variety of statistical reports about higher education that are required to be published in the public interest;
- UK Immigration agencies to ensure compliance with the conditions attached to student/staff visas;
- The Student Loans Company in connection with grants, fees, loans and bursaries;
- The courts, the police and other organisations with crime prevention or law enforcement function (subject to meeting the conditions of Section 29 of the DPA Data Protection Act);
- Local authorities to assess and collect council tax.
- Employers who request a reference from the college (for relevant staff and students).
- Internal examiners for examination, assessment and moderation purposes;