



<b>Name of Document:</b>	Privacy Notice for Students (key info)
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<b>Policy Owned and approved by:</b>	Higher Education Management Team (HEMT)
<b>Next review due date:</b>	November 2022

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at College and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our student privacy notice which is published on the College's website and can be found here <https://www.dghe.ac.uk/privacy-notice>. You can also obtain a copy of the full privacy notice from Student Services staff.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long the College retains your personal information; and
- our legal bases for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you primarily, but we may also get information about you from your parents, your teachers and other students. Your old school/college may also give us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this.

- We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies.
- We may need to report some of your information to the government (e.g. the Office for Students). We may also need to share some information about student safety and exclusions with the Local Authority.
- We may use photographs or videos of you for the College's website and social media sites or prospectus to show prospective students what we do here and to advertise the College. We may continue to use these photographs and videos after you have left the College.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a business presentation. We routinely record teaching delivery using video conferencing software.
- We publish our aggregated exam results, and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the College site is safe. CCTV is not used in private areas such as changing rooms.
- If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to go after leaving us.

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice, and Student Services staff can give you more information.

If you have any questions about how we use your personal information, please speak to the Data Protection Officer. Alternatively, you can speak to Student Services staff.