



Policy Name and Number:	Privacy Statement
Version Number:	V2
Approval date:	December 2025
SLT Lead:	Data Protection Officer
a. Responsible Person for policy review: b. Responsible Manager for policy implementation (if different):	December 2025
How does the policy link to the Strategic Plan Aims and Themes: Aims: 1. Outstanding Teaching, Learning and Assessment 2. Beneficial Partnerships 3. Sustainable SMART Campuses 4. Inclusive, Thriving Community 5. Financial Sustainability Themes: a. Sustainability and the environment b. Happiness and wellbeing c. Digital transformation d. Equality, diversity and inclusion	Continue to develop our estate so that it is recognised as world class in terms of quality, sustainability and the promotion and practice of evolving leading-edge technologies. Digital transformation
a. Related Policies and Procedures: b. Related Legislation:	a: - Data Breach Notification - Rights of Individuals - Privacy Statement b: - GDPR - Data Protection Act - Privacy and Electronic Communications Regulations
Consultation Process: eg, FRCP / CPSE / HR / SPBD / SLT	SLT
Approving Authority:	SLT Approval <input checked="" type="checkbox"/> Corporation/Committee Approval <input type="checkbox"/>
Policy Review Frequency:	Annually
Effective Date:	Dec 2025
Date of Next Revision:	Dec 2026
Scope: (Describe what and to whom the policy applies, and any exemptions. i.e. staff, students, stakeholders, visitors, volunteers, contractors)	Staff: <input checked="" type="checkbox"/> Students: <input checked="" type="checkbox"/> Stakeholders: <input checked="" type="checkbox"/> Visitors: <input checked="" type="checkbox"/> Volunteers: <input checked="" type="checkbox"/> Contractors: <input checked="" type="checkbox"/>
Policy classification:	Public (website): <input checked="" type="checkbox"/> Internal: SharePoint <input checked="" type="checkbox"/> Governor Portal <input checked="" type="checkbox"/> Canvas <input type="checkbox"/>
Key Updates/Changes from previous policy:	

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1. Introduction

We ask that you read this privacy statement carefully as it contains important information on who we are, how and why we collect, store, use and share your personal information, your rights in relation to your personal information and how to contact us and the Information Commissioner's Office in the event you have a complaint. Oaklands College shall process your personal data in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

This privacy statement aims to give you information on how Oaklands College collects and processes your personal data, including through your use of this website, any data you may provide through this website, or when you become a student or any other interaction with Oaklands College.

2. College Vision, Mission, KPIs and Objectives

2.1 **Vision:** To be a sustainable educational trailblazer inspiring our learners and our wider community to achieve their potential in a changing world.

2.2 **Mission:** To prepare every learner for work, a rewarding career, and life's opportunities. By treating every student as the individual they are, with care, passion and understanding in a professional, contemporary and community-focused environment they'll value and enjoy.

2.3 This statement aligns with **Strategic Aim 3:**

Continue to develop our estate so that it is recognised as world class in terms of quality, sustainability and the promotion and practice of evolving leading-edge technologies.

2.4 This statement also aligns with **Strategic Objectives:**

b) Create a digitally SMART campus through embracing current and future technologies and industry best practice

3. Types of personal data we process

We may collect the following categories of personal data:

- Personal Information and Identifiers: Name, date of birth, gender, nationality, contact details (phone number, email, address), emergency contact details.
- Online/digital identifiers – including internet protocol (IP) addresses.
- Cookies/website analytics – see <https://www.oaklands.ac.uk/cookies/>
- Educational Information: Academic records, qualifications, attendance records, and disciplinary details.
- Safeguarding referrals or investigation details where applicable.
- Financial Information: Bank details, funding information, bursaries, and fee payment records.
- Health and Wellbeing Data: Medical information, disability details, learning support needs.
- Employment Information: For apprenticeship programmes or work placements, employer details and job-related information.

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- Photographs and CCTV Footage (including for Automatic Number Plate Recognition): For security and promotional purposes, and to ensure the safety of students and staff.

4. Special categories of personal data

Some of your personal data is considered to be special category of personal data under the GDPR. Examples of special category of personal data include: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health and the processing of genetic and biometric data. We would only process and share these categories of personal data with your express permission or if there is a special legal reason (such as a request for the information by a court, the need to protect a vital interest, a safeguarding/health or social care matter).

5. Why we hold and process personal data

The College holds the personal data and special category data of its students and staff in order to implement and manage all services and processes relating to students, including; student recruitment, admission, registration, teaching and learning (including attendance, progress and achievement), examination, graduation, collection and payment of monies and other services such as student support and careers; and for staff, including; recruitment, staff development, payroll, contractual requirements, quality and improvement and staff related policies.

We collect and process personal data of actual and potential event attendees such as name, contact details, and any information necessary for event administration. This data is used to manage bookings, communicate event details, ensure safety and accessibility, and gather feedback to improve future events.

The first data protection principle requires that Oaklands College must have a legal basis for processing your personal data. Under GDPR, this “legal basis” for processing conditions must be communicated to you, alongside the type of processing they relate to, as part of this privacy notice. As a FE College our main lawful basis for processing your personal data is as follows:

- Consent - In cases where you have given explicit consent, such as for marketing purposes or the use of photographs.
- Contract - Processing necessary for the performance of a contract e.g. staff employment contracts, contracts for a service for a third party, student relationship with the College (learning agreement).
- Compliance with a legal obligation - Compliance with legal and regulatory requirements (e.g. safeguarding, health and safety).
- Legitimate interest — We may process your personal data if it is necessary for our legitimate interests, and you would reasonably expect us to hold and use this data, unless overridden by your rights and freedoms. Examples include alumni relations and using student feedback to improve quality and services offered by the College.
- Vital Interests - Processing necessary to protect someone's life or wellbeing, for instance in a medical emergency.
- Public Task - Processing necessary to perform a task carried out in the public interest or as part of an official duty, such as providing government-funded education and reporting to public bodies like Ofsted or the Department for Education (DfE).

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

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6. How do we collect personal data?

We collect personal information about students and employees through the initial application/enrolment stages from you, internal departmental processes, manual forms, telephone calls and on-line systems, third parties e.g. School Links.

We collect personal data about prospective and actual employees during the recruitment and employment process. This information may be provided directly by you through application forms, CVs, covering letters, interviews, and other recruitment activities. Additional data may be collected from third parties, such as referees, previous employers, or background check providers, as part of pre-employment screening. Once employed, further personal data is collected through internal HR processes, payroll systems, staff development activities, and ongoing employment-related interactions. All data is collected and processed in accordance with UK GDPR and the Data Protection Act 2018, and is used for recruitment, employment administration, legal compliance, and staff support purposes.

We collect data about potential and actual event attendees when they sign up for events. We may also use anonymized data for reporting and analysis. The information will only be shared with trusted partners where essential for event delivery and will be retained in accordance with our data retention policy. We process this data under the lawful basis of legitimate interests and, where applicable, consent.

7. Processing children's data

As a Further Education (FE) college, we may process personal data relating to children under the age of 18 who are enrolled on our courses or participate in college activities. This information can include personal identifiers (such as name, date of birth, and contact details), educational records, health and wellbeing data, and safeguarding information where necessary. We process this data to deliver education and support services, comply with legal and regulatory obligations, and ensure the safety and welfare of all learners. Where required, we will seek consent from a parent or guardian for specific activities, such as the use of photographs for promotional purposes. All data is handled in accordance with UK GDPR and the Data Protection Act 2018, and we apply additional safeguards when processing children's data to protect their rights and privacy.

8. Cookies

Our website uses cookies. We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services.

For more information about the cookies we use, please see:

<https://www.oaklands.ac.uk/cookies/>

9. When we will share personal data

We may share your information with third parties who provide a service for those eligible for support fund awards. When you enrol at the College you enter into an agreement and are responsible for the payment of any fees, therefore if necessary, we may transfer your personal data to an agent for the purposes of debt collection. On occasion we may also be required

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to share your information with the police or other law enforcement agencies. At no time will your personal data be passed to other organisations for marketing or sales purposes.

We may disclose your information to our third-party service providers and agents for the purposes of providing services to us (eg IT providers), or directly to you on our behalf. When we use third party service providers, we only disclose to them any personal information that is necessary for them to provide their service. We have a contract in place that requires them to keep your information secure and not to use it other than in accordance with our specific instructions.

As an education institution receiving public funding, we may be required to share personal data with awarding organisations, local and national government bodies and public sector agencies such as:

- Department for Education (DfE)
- Department for Business, Innovation, and Skills (BIS)
- Ofsted
- Connexions
- Department of Health (DH)/ Integrated Care Systems (ICSs))
- Higher Education Funding Council for England (HEFCE) and the Office for Students (OfS)
- National Careers Service (NCS)
- Greater London Authority (GLA)
- Learner Record Service
- Hertfordshire County Council

DfE Privacy Notice – Individualised Learner Record (ILR)

This privacy notice is issued by the Department for Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used. Your personal information is used by the DfE to exercise its statutory functions under Article 6(1)(e) of UK GDPR and to meet legal responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and the learning they undertake. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return this data to the DfE under the terms of funding agreements or contracts. This data ensures that public money is spent in line with government targets and is also used for education, training, employment, and wellbeing purposes, including research.

Retention:

ILR learner data is retained for 20 years for operational purposes (e.g., funding and official statistics). It is then retained in research databases until the learner reaches 80 years of age for long-term research purposes.

Data Sharing:

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about the ILR and the data collected, see:

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[ILR Specification](#)

For details on how your personal data is used and your rights, see:

[DfE Personal Information Charter](#)

10. Transfer of data out of the European Economic Area (EEA)

In the event that we do engage with third parties that are based outside of the UK (and involve the transfer of data outside the UK), we will ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data.
- Where we use certain service providers, we may use specific contracts approved for use in the UK which give personal data the same protection it has in the UK.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

11. How long we retain your personal data

We retain personal data only for as long as is necessary for the purposes for which it was collected, in accordance with our Data Retention Policy. This varies depending on the type of data and the regulatory and legal requirements we are subject to.

12. Automated decision making

The College will not use automated decision making to make decisions that will have significant impacts on data subjects

13. Your rights

You have the right to:

Request access to your personal data (commonly known as a "Data Subject Access Request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data we hold about you. This enables you to have any incomplete or inaccurate data corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights

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and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information, which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- If you want us to establish the data's accuracy.
- Where our use of the data is unlawful but you do not want us to erase it.
- Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
- You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time: where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case when you withdraw your consent.

To exercise these rights or for more information, please contact the Data Protection Officer at DPO@oaklands.ac.uk.

14. Lodging a complaint with the Information Commissioners Office

Should you be dissatisfied with Oaklands College's processing of your personal data, you have the right to complain to the Information Commissioner's Office. For more information, please see the Information Commissioner's web site: <https://ico.org.uk/>

15. Data Protection Officer

If you have any questions which you feel have not been covered by this Privacy Notice, or if you have concerns or a complaint in relation to Oaklands College processing your personal data, please do not hesitate to email the Data Protection Officer us at DPO@oaklands.ac.uk.

If your request is urgent, please call our switchboard on 01727 737000.

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