

## Mercia College Limited Privacy Notice Students

**How we use your information.** This privacy notice tells you how we, Mercia College Group, will collect and use your personal data. The college processes data mainly under the lawful basis of **Public task**: collecting the data is necessary to perform tasks that training providers are required to perform as part of their statutory function. For full details of the legal bases [see our website](#)

**Why does Mercia College Limited need to collect and store personal data?** In order for us to provide you with education we need to collect your personal data this includes but is not limited to; name, address, date of birth, contact details, financial details, employment/educational history and relevant medical information. For a full list of the personal details we collect [see our website](#). We are committed to ensuring that the information we collect and use is appropriate for the purpose of education, and does not constitute an invasion of your privacy [see our website](#). For marketing purposes Mercia College Limited would contact you for additional consent.

**Will Mercia College share my personal data with anyone else?** We may pass your personal data on to government agencies, employers and third-party service providers contracted to Mercia College Limited. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with their procedures. If we need to pass your sensitive personal data onto a third party we will only do so when we are legally required to. [See our website](#)

**How will Mercia College Limited use the personal data it collects about me?** Mercia College Limited will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR) and UK data protection law, [see our website for full details of our Data Protection Policy](#). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Mercia College Limited is required to retain information for examination, reference and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. We keep your data for 7 years after you have left the Mercia College Limited, if your course is ESF funded we are obliged to keep your data until 2030. If you apply but do not enrol we keep your data for 2 years. If your data is needed for legal proceedings we may need to keep it for longer in this case we will consult with you.

**Under what circumstances will Mercia College Limited contact me?** Our aim is not to be intrusive, we will contact you to arrange interviews, to provide you with information about your studies. If you are aged under 18 we would like to keep your parents informed of your progress this includes information about your attendance and behaviour.

You have rights as a data subject to find out about your rights, how to make a complaint and how to make a subject access request see our website

If you have concerns about your data please contact our Data Protection Officer Keli Burns [keli.burns@mercia-college.co.uk](mailto:keli.burns@mercia-college.co.uk) tel: 01332 332727. You have the right to contact the ICO if we cannot resolve your complaint <https://ico.org.uk/concerns>