

# Data Collection Notice

**This document refers to:** How Nexus ICA collect and store student data and your rights and responsibilities with regard to data.

## 1. Why does Nexus ICA need to hold personal data?

1.1 Nexus ICA processes students' personal data as part of the necessary functioning of the institution.

1.2 Personal data is information that can be used to identify individuals and which students provide by completing application and enrolment forms – as well as necessary information that we process while students are a student, such as assessment results.

1.3 All personal information provided by students, or about students, will be treated strictly in accordance with the Data Protection Act 1998. This means that student's confidentiality will be respected and that measures will be taken to prevent unauthorised disclosure.

1.4 We also ask students for a photograph for enrolment. Student photographs will be stored electronically and may be seen by Nexus ICA staff. We never release student enrolment photographs to another student, or to those outside Nexus ICA except the relevant awarding institution for the production of ID cards and the monitoring of quality.

## 2. Disclosure of Data

2.1 Nexus ICA may provide limited data to Council Tax Offices of local authorities to enable them to assess whether students are liable for Council Tax.

2.2 We shall report on student attendance and performance to the local education authority (LEA) or the Student Loan Company on request, if students have been assessed for eligibility for support.

2.3 In certain circumstances, Nexus ICA may be required to disclose personal data by the police or courts for the purposes of prevention or detection of crime, or where it is necessary to protect student's vital interests, in an extreme emergency.

2.4 We do ask students to provide on their enrolment form the name, address and telephone number of someone who we can contact in an emergency.

2.5 Nexus ICA keeps student records in an archive for a limited number of years after graduation in order to be able to confirm requests from prospective employers. We may provide references or confirm marks to potential employers on receipt of an official written request from them. If students cite Nexus ICA on an employment/further study application, we will assume that students are giving us permission to release relevant personal data.

2.6 Reports may also be provided to a sponsoring body, sponsoring employer, awarding university or LEA, provided that the receipt of information on student progress forms part of the conditions of student sponsorship or course validation.

2.7 At the end of student's studies, limited personal data will be retained for our Alumni records so that we can maintain contact with students.

2.8 This list is not intended to be exhaustive but to give students an idea of the various kinds of information processing that Nexus ICA may need to undertake.

2.9 We will not normally release data about students to student's parents, partner or other relative or external enquirer under any other circumstances, without having received student's specific written consent.

### 3. Access to Data

3.1 The Data Protection Act gives students certain rights of access to their personal data records held by Nexus ICA and the University of West London. Much of the key personal data held is provided to students at enrolment for them to check each year.

3.2 If students do want additionally to be notified of all the information that Nexus ICA and the University of West London holds about students, students should write to the Student Services Administrator.

### 4. Accuracy

4.1 It is a requirement of the Data Protection Act that information processed about individuals is accurate. It is therefore essential that students keep the Student Services Administrator informed if students change personal details such as address or name.

### 5. Sensitive Data

5.1 Some personal data is defined as 'sensitive' under the 1998 Data Protection Act, including the following:

- i. Race or ethnic origin
- ii. Physical or mental health
- iii. The commission or alleged commission of an offence, and any proceedings arising from this

5.2 In signing the enrolment form, students are giving us consent to process this data.

5.3 If students have any questions, or wish to withhold their consent to our processing 'sensitive' data, please contact the Student Services Administrator. Students can be advised of the circumstances under which we are required to process 'sensitive' data, although the following paragraphs set out in some detail how we use this data.

### 6. Ethnic Origin

6.1 We ask students to tell us their ethnic origin. Nexus ICA will use this data only for the purposes of monitoring equality.

### 7. Health & Disability

7.1 We ask students to tell us if they are disabled and also if they are in receipt of a disability allowance. Within Nexus ICA, data about disability will be used for the purposes of monitoring equality. It will also be used as an essential part of the provision of a service to students with disabilities.

7.2 If students declare a disability, the Student Services Administrator may contact them to see if Nexus ICA can provide any further help for them.

7.3 There may be circumstances when we have to release information in an extreme emergency, for example if students were taken ill and health professionals outside Nexus ICA needed to know about a disability. The Data Protection Act recognises that it is not always possible to seek student consent to the release of sensitive data in an emergency.

7.4 Students may also disclose information about their health when they complete a Mitigating Circumstances form.

## 8. Commission of an Offence

8.1 Any person with a criminal conviction will have been asked to declare this on their Nexus ICA application form. Information about a criminal conviction is only used as part of the admission procedure.