



STUDENT PRIVACY NOTICE

How Northampton College uses your information

Version 2 · Prepared by the Data Protection Officer · September 2026

1. About this notice

This notice explains what personal information Northampton College holds about you as a student, why we hold it, who we share it with, how long we keep it, and what rights you have. It applies to applicants, current students and former students.

Separate notices cover employees, associates and job applicants, and are available at www.northamptoncollege.ac.uk.

The law that governs how we use your information is the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who we are

Data controller	Northampton College, Booth Lane, Northampton NN3 3RF
ICO registration	Z6629391
Data Protection Officer	Rav Garcha, Interim Data Protection Officer, dataprotection@northamptoncollege.ac.uk , 01604 734055

The College is the controller for the information described in this notice. That means we decide why and how it is used. Some organisations we share information with, such as the Department for Education, are controllers in their own right and decide independently how they use it. Sections 15 to 17 explain what those organisations do.

3. The information we hold about you

Category	Examples
Identity	Name, date of birth, sex, Unique Learner Number, student reference number, signature, photograph
Contact details	Address, country of residence, mobile number, email address, next of kin and emergency contact details
Eligibility and funding	National Insurance number, evidence of residency such as a passport or identity document number, evidence of benefit status / wage for fee remission, employment status
Education	Prior attainment and qualifications on entry, course and enrolment details, in-learning status, progress reviews, assessment marks, examination arrangements and results, achievement and destination
Attendance	Sessions attended, absences and reasons for absence
Support and wellbeing	Learning support and additional support records, individual learning plans, arrangements for reasonable adjustments

Category	Examples
Conduct	Disciplinary records, at-risk notes and flags, records of complaints and appeals
Financial	Fees paid, invoice and payment arrangements, bursary claims and payments
Security	CCTV images recorded inside and outside College buildings

Special category information

Some information is treated as more sensitive by law and needs additional protection. We hold:

- racial or ethnic origin, and nationality
- health and relevant medical information
- learning difficulties, disabilities and special educational needs information, including Education, Health and Care Plans
- religion or belief, where you choose to tell us

Criminal offence information

In limited circumstances we hold information about criminal convictions, cautions or alleged offences — for example where this is relevant to safeguarding, to a course with a professional registration requirement, or to a placement.

This is not special category information. The law treats it separately, and we hold it under a specific condition set out in section 5.

4. Where your information comes from

Most of the information we hold comes from you, when you apply, enrol, or contact us. We also receive information about you from:

- your previous school, college or training provider
- the Learning Records Service, which issues your Unique Learner Number and holds your Personal Learning Record
- the Department for Education
- your local authority, including where you have an Education, Health and Care Plan
- your employer, where your course is work-based or employer-sponsored
- your parent, guardian or carer, where they are involved in your application or support
- awarding organisations, for results and certification
- other agencies where there is a safeguarding concern

5. Why we use your information, and our lawful basis

We must have a lawful basis for everything we do with your information. As a public body carrying out public functions, we rely mainly on legal obligation and public task rather than on your consent. Where we hold special category or criminal offence information, we also need an additional condition.

What we use it for	Lawful basis	Additional condition, where needed
Enrolling you, delivering your course, and administering assessment and certification	Contract; public task	Employment, social security and social protection — DPA 2018 Schedule 1 Part 1 paragraph 1
Confirming your eligibility for a funded place and claiming funding	Legal obligation; public task	Statutory and government purposes — Schedule 1 Part 2 paragraph 6
Returning data to the Department for Education, including the Individualised Learner Record	Legal obligation	Statutory and government purposes — Schedule 1 Part 2 paragraph 6
Monitoring equality of opportunity, using information about ethnicity, disability and similar characteristics	Public task	Equality of opportunity or treatment — Schedule 1 Part 2 paragraph 8
Providing learning support, additional support and reasonable adjustments	Public task	Substantial public interest, and health or social care purposes
Safeguarding you or another person, and meeting our duties under Keeping Children Safe in Education and the Prevent duty	Legal obligation; public task	Safeguarding of children and of individuals at risk — Schedule 1 Part 2 paragraph 18; and, for criminal offence information, Schedule 1 Part 3
Acting in an emergency to protect your health or safety, or someone else's	Vital interests	Vital interests — Article 9(2)(c)
Managing conduct, complaints, appeals and legal claims	Public task; legal obligation	Establishment, exercise or defence of legal claims — Article 9(2)(f)
Security of our sites, including CCTV	Public task	Not applicable
Optional activities such as photography for publicity, or marketing about future courses	Consent	Explicit consent, where special category information is involved

We maintain an Appropriate Policy Document explaining how we comply with the conditions above and how long we keep the information concerned. You can ask us for a copy.

Information you must provide

Most of the information we ask for at enrolment is required by law or by the conditions of our funding, and we cannot enrol you or claim funding for your place without it. Some information is optional —

for example contact preferences, marketing, and information you choose to give us about religion or belief. We will always tell you which is which at the point we ask.

6. Who we share your information with

Who	Why
Department for Education	Funding, the Individualised Learner Record, and statutory functions under the Apprenticeships, Skills, Children and Learning Act 2009
Office for Students	Regulation of higher education, where you are a higher education student
Ofsted	Inspection
Awarding organisations and end-point assessment organisations	Registration, assessment, certification and appeals
Learning Records Service	Your Unique Learner Number and Personal Learning Record
Department for Work and Pensions	Confirming benefit status for fee remission
Local and combined authorities in England	Statutory duties, including Education, Health and Care Plans and support for young people
Prospects (National Careers Service)	Careers guidance and destination information
Office of the Independent Adjudicator	Complaints about higher education
Employers and placement organisations	Where your course involves a placement, an apprenticeship, or employer sponsorship
Police, social services, the Home Office and UK Visas and Immigration	Safeguarding, the Prevent duty, immigration compliance, and where disclosure is required by law
Your parent, guardian or carer	As explained in section 7
Our suppliers	Organisations that provide our IT systems, student records system, e-ILP and secure destruction services. They act on our instructions and cannot use your information for their own purposes

We share your information where the law requires or permits it, or where it is necessary for the purposes in section 5. We do not sell your information, and we do not share it for marketing by other organisations.

7. Sharing with parents, guardians and carers

Many students continue to receive support from a parent, guardian or carer. We recognise that. But your information belongs to you, and we do not disclose it automatically simply because you are under eighteen.

If you are under 16

We will normally communicate with your parent or the person with parental responsibility about your education.

If you are 16 or 17

You are generally regarded as able to exercise your own rights under data protection law, provided you understand what is involved. We will normally communicate directly with you about attendance, progress, disciplinary matters, support arrangements, wellbeing, examinations, complaints and requests for your own information.

We share routine attendance and progress information with your parent, guardian or carer unless you ask us not to. You can ask us at any time, and we will record your decision. For anything beyond routine attendance and progress, we will ask your views first, unless another lawful basis applies.

If you are 18 or over

You are an adult in law. We will not normally disclose your information to a parent, carer or other family member unless you have given valid consent, another lawful basis applies, disclosure is required by law, or disclosure is necessary to protect your vital interests or those of another person.

If you have an Education, Health and Care Plan

Under the Children and Families Act 2014, rights relating to an EHCP generally transfer to you at sixteen, unless you lack capacity to make the relevant decision. Having an EHCP does not by itself entitle your parent or carer to receive your information. We consider each request individually, taking account of your wishes, your capacity, our safeguarding duties and our legal obligations. Where you lack capacity to make a decision, we act in accordance with the Mental Capacity Act 2005.

Requests and complaints from parents

Where a parent, guardian or carer asks for information about a student aged sixteen or over, we consider your wishes, your capacity, the nature of the information, any safeguarding concerns, and any legal duty to disclose. We may refuse where there is no lawful basis.

Where a parent makes a complaint about a student aged sixteen or over, we may acknowledge it, explain the complaints procedure, investigate, and confirm that appropriate action has been taken. We will not normally disclose your personal information or your educational records without a lawful basis.

8. Safeguarding and the Prevent duty

We have statutory safeguarding responsibilities. We may disclose information without your consent where it is necessary to protect children, to protect adults at risk, to prevent serious harm, to comply with our safeguarding duties, to comply with the Prevent duty under the Counter-Terrorism and Security Act 2015, or where disclosure is otherwise required by law.

Any such disclosure is limited to what is necessary for the purpose, and we record the decision and the reason for it.

9. How long we keep your information

We keep your information for as long as we need it, and for as long as the law, our funding conditions, or an awarding organisation requires. The periods below are minimums.

In this notice a reference to a year means the period from 1 September to 31 August. Where a period is expressed in years after your course ends, it runs from the end of the academic year in which your course ended.

Record	How long we keep it
Your full student record, including application, enrolment, attendance, assessment, achievement and withdrawal	6 years after the end of the academic year in which your course ends
Coursework marks and assessment records	6 years after the end of the academic year in which your course ends
Examination administration, including access arrangements and results	6 years after the end of the academic year in which your course ends
Records of disciplinary proceedings, academic appeals and formal complaints	6 years after the end of the academic year in which your course ends, or 6 years after the last action on a complaint
Informal complaints where the formal procedure was not used	3 years after the last action
e-ILP records, including progress reviews, targets, support meetings, at-risk notes and disciplinary details	6 years after the end of the academic year in which your course ends, aligned with the rest of your student record
Learning support, additional support and bursary records	6 years after the end of the academic year in which your course ends
Safeguarding records	Until your 25th birthday. For students who were looked after children, until your 75th birthday. Where a person dies before eighteen, 6 years from the date of death, or 15 years for a looked after child
Records of allegations against staff	Until at least the 25th birthday of any child concerned, or 7 years in any other case
Enquiries and unsuccessful applications	1 year
Financial records	7 years after the end of the financial year
Network, Moodle and OneDrive accounts	The academic year or length of your programme, plus 3 months
CCTV	One month maximum. Footage exported for the purposes of an investigation is held securely and destroyed once the investigation and any resulting proceedings are concluded. See the College's Data Retention Guidelines

When information is no longer needed, we destroy it securely. Paper records are shredded and electronic records deleted, and we keep a record of disposal.

10. Keeping your information secure

We protect your information with appropriate technical and organisational measures, including restricted access on a need-to-know basis, individual user accounts, encryption, secure storage for paper records, and staff training.

Information held outside the United Kingdom

Confirm the position. If some systems or support arrangements involve access from outside the UK, say which, and state the safeguard relied on — UK adequacy regulations, or the International Data Transfer Agreement or UK Addendum with a transfer risk assessment. If nothing is processed or accessed outside the UK, say so plainly.

11. Automated decisions and profiling

Automated indicators within the student systems highlight learners who may benefit from review or additional support, for example where attendance, progress or other risk factors meet predefined criteria. These indicators do not make decisions about students and are used only to prompt review by staff, who consider the circumstances and determine whether any intervention is appropriate.

12. Your rights

You have the right to:

- ask for a copy of the information we hold about you
- ask us to correct information that is inaccurate or incomplete
- ask us to delete your information, in some circumstances
- ask us to restrict how we use your information, in some circumstances
- object to how we use your information where we rely on public task
- ask us to transfer information you gave us to another organisation, in some circumstances
- object to decisions made about you by purely automated means
- withdraw your consent at any time, where we rely on consent. Withdrawing consent does not affect anything we did before you withdrew it

Some of these rights apply only in particular circumstances. Where we cannot do what you ask, we will explain why.

Asking for a copy of your information

Contact the Data Protection Officer at dataprotection@northamptoncollege.ac.uk, by telephone on 01604 734108, or in writing to Data Protection Officer, Northampton College, Booth Lane, Northampton NN3 3RF.

- We may ask you to complete a form, which helps us find what you are looking for. You do not have to use it, and we will accept your request in any form
- You can ask for your information electronically or on paper
- We will respond within one month. If your request is complex, we may extend this by up to two months, and we will tell you if we do

If you are unhappy

You have a right under section 164A of the Data Protection Act 2018 to complain to the College about how we have used your personal information. Contact dataprotection@northamptoncollege.ac.uk. We will acknowledge your complaint, investigate it and tell you the outcome.

Please raise it with us first, so we can put it right. If you are still unhappy, you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, helpline 0303 123 1113, ico.org.uk.

13. Changing your details or your preferences

You can change your personal details using the Change of Details form on Moodle or the College website, on paper from the MIS and Exams office (H2.07, Booth Lane), or for some information through your e-ILP.

You can also email enquiries@northamptoncollege.ac.uk with your full name, date of birth, address and the details you want changed. Please send it from the email address we hold for you.

Most of the information we hold is required but contact preferences for enquiries and open events are optional and you can change them at any time. If you want us to share your details with a person or organisation not listed in this notice, complete an Authority to Divulge form, available from the MIS and Exams office.

14. Changes to this notice

We review this notice at least once a year, and whenever the way we use your information changes. The current version is always available at www.northamptoncollege.ac.uk.

15. How the Department for Education uses your information

This section is issued on behalf of the Secretary of State for Education to explain the Individualised Learner Record (ILR).

The DfE uses your information to exercise its functions under Article 6(1)(e) UK GDPR and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Its condition for using special category information is substantial public interest under Article 9(2)(g), and the processing is under section 54 of the Further and Higher Education Act 1992.

The ILR collects information about learners and the learning they undertake. Publicly funded colleges, training organisations, local authorities and employers must return this data each year under their funding agreement. It helps ensure public money is spent in line with government targets, and is used for education, training, employment and wellbeing purposes, including research.

The DfE keeps ILR data for 20 years for operational purposes, and then in research databases until you are 80, for long-term research. ILR data is shared with third parties where this complies with DfE procedures and the law allows it.

For more information see the ILR specification at gov.uk, the DfE Personal Information Charter, and the DfE privacy notice for key stage 4 and 5 and adult education.

To contact the DfE or ask for a copy of the information it holds about you: online at form.education.gov.uk, by telephone on 0370 000 2288, or in writing to the Data Protection Officer, Department for Education, 4th floor, 2 St Paul's Place, 125 Norfolk Street, Sheffield S1 2FJ.

16. How the Office for Students uses your information

This section applies if you are a higher education student.

The Office for Students is the regulator of higher education in England, with statutory functions under the Higher Education and Research Act 2017. It processes personal information to fulfil its public tasks, including its role in monitoring how higher education providers perform their Prevent duty under the Counter-Terrorism and Security Act 2015.

The OfS is the controller for the information it processes. You can contact its Data Protection Officer at dp@officeforstudents.org.uk, or by writing to the Data Protection Officer, Office for Students, Westward House, Lime Kiln Close, Stoke Gifford, Bristol BS34 8SR. Please mark correspondence for the attention of the Data Protection Officer, as the mailbox is monitored by the wider team.

17. Learning Records Service

The information you give us is used by the Learning Records Service, which issues Unique Learner Numbers and creates Personal Learning Records across England, Wales and Northern Ireland. It is operated by the Department for Education in England. Full details are published in the LRS privacy notice at gov.uk.

Contact

If you would like to discuss anything in this notice, contact the College Data Protection Officer at dataprotection@northamptoncollege.ac.uk or on 01604 734108.

Version	Approved by	Date	Next review
2.0	Rav Garcha, Interim Data Protection Officer	24 September 2026	31 July 2027