



The College of
Animal Welfare

Student Privacy Policy

v1.1

1. Introduction

This Privacy Notice explains how the College collects, uses, stores and protects personal data relating to learners and apprentices. It complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Equality Act 2010, Keeping Children Safe in Education (KCSIE 2025), the Prevent Duty and the Online Safety Act 2023.

The College collects and processes student personal data to deliver education and training, support learning and wellbeing, meet statutory safeguarding duties, comply with Ofsted requirements, fulfil funding and reporting obligations, ensure inclusion and equality, and maintain a safe and supportive learning environment.

2. Data Protection Officer

Data Protection Officer (DPO): Vice Principal Corporate Services. Contact details are available on the College website. The DPO oversees compliance with UK GDPR and handles all data-related enquiries.

3. What Personal Data We Collect

We collect personal data from application through enrolment, during your studies and, where necessary, after you leave.

This includes:

- Personal details (name, address, contact details, DOB, gender, pronouns)
- Identification and immigration details (passport/visa where required)
- Emergency contacts and next of kin
- Application, admissions and enrolment information, including previous education and references
- Academic data such as attendance, assessments, grades, progress reviews and learning analytics
- Safeguarding and wellbeing information, required under KCSIE 2025
- Financial and funding information including fees, bursaries and Student Loans Company data
- Placement or apprenticeship-related data (where applicable)
- Equality and diversity information (optional and used for monitoring)
- IT system usage data, CCTV images and access logs

4. Why We Process Personal Data

We use student data to:

- Deliver and support teaching, learning and assessment
- Meet statutory safeguarding duties, including information sharing with agencies when lawful



- Comply with KCSIE 2025, the Prevent Duty and the Online Safety Act 2023
- Provide SEND support and reasonable adjustments
- Monitor attendance, engagement, achievement and progression
- Support learner wellbeing and inclusion
- Fulfil funding, audit and regulatory obligations (e.g., ESFA, Ofsted, HESA/JISC)

5. Safeguarding and Prevent

Under KCSIE 2025, the College must protect the welfare of all learners.

Safeguarding data may include disclosures, risk assessments, records of concerns and actions taken.

Where legally required, we may share safeguarding information with Children's Social Care, law enforcement, Prevent Channel Panels or other agencies.

6. Equality, Diversity and Inclusion

The College complies with the Equality Act 2010 and the Public Sector Equality Duty.

We collect optional EDI data to:

- Monitor fairness and eliminate discrimination
- Ensure equitable access to support
- Foster an inclusive learning environment

7. Lawful Bases for Processing

We rely on the following UK GDPR lawful bases: public task (education and safeguarding), legal obligation, contract, vital interests, legitimate interests and consent (for optional data).

Special category data is processed under substantial public interest conditions, including safeguarding, equality monitoring and preventing harm.

8. Who Has Access to Data

Access is restricted to authorised staff including teaching, support, safeguarding, wellbeing, exams, IT and finance teams.

External access may include Ofsted, ESFA, Student Loans Company, HESA/JISC and employers (for apprenticeships).

9. Data Security

We use secure systems, encryption, access controls and staff training to protect personal data.

Online safety and filtering/monitoring requirements are maintained in line with the Online Safety Act 2023.

10. International Transfers

Student data is not normally transferred outside the UK. If this becomes necessary, we apply lawful safeguards.

11. Retention

We retain data according to statutory requirements, funding rules and safeguarding guidance. Details are listed in the College Retention Schedule.

12. Your Rights

You have the right to access, correct, erase, restrict or object to processing, and to request portability (where applicable).

To make a Subject Access Request, contact the DPO.

13. Complaints

You may raise concerns with the DPO or the Information Commissioner's Office (ICO).

14. Review

This notice is reviewed annually or sooner if legislation or Ofsted requirements change.

Date Policy Reviewed	March 2026
Version	V1.1
Policy Owner	Principal
Next review due	Annually March 2027