

- Keep you informed about issues affecting and related to your studies;
- Assess and improve the quality and relevance of our services;
- Comply with our contractual obligations, including reporting on your destination after studying with us;
- Keep you informed of courses, services and promotions that may be relevant to you;
- Conduct research to improve our operations, curriculum offer and teaching practices;
- Keep in touch with you and form an alumni community after you leave college;
- Record and showcase the work of Activate Learning.

The lawful basis for using this information

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of student information, we collect and use information under the following bases:

Article 6b - the fulfilment of contract

Article 6c – legal obligation

Article 6e – public task

Article 6f – legitimate interests

Article 9j – statistical purposes

Collecting student information

The majority of student information you provide to us is necessary for us to fulfil our contract with you to provide educational services tailored to your needs and failure to supply such information may mean that we are unable to provide the support you require and are unable to enrol you onto one of our programmes. It is also collected to ensure that we are able to receive funding to provide

- Bank Details (allowing us to collect payments and pay you any awards you are eligible to receive) – 6 months after your enrolment is completed with us.

The exception to this is where you undertake programmes funded through specific bodies that require a different retention period. This difference currently applies to adult (19+) funded students and those students funded through European Social Fund or National Lottery contracts, where we are required to retain the above documentation until 1/12/2030.

Who we share student information with

We routinely share student information with:

- The college's local authority and the local authority in which you reside now and, if different, the local authority you lived in whilst at school;
- The Department of Education (DfE);
- The Education and Skills Funding Agency (ESFA);
- The Office for Students (OfS) for Higher Education provision;
- Your parent/carer/emergency contact

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
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