

PRIVACY POLICY – BURSARY APPLICATIONS

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

1 Policy Statement

The College has a responsibility under the General Data Protection Regulations to ensure the security and fair use of personal data. The College is committed to being transparent about the data that it collects and uses and to meeting its data protection obligations.

This policy is to help you understand how and why we collect your personal data, how we will use that data, and what rights you have over your data.

2 What is ‘personal data’?

‘Personal data’ in the context of bursary applications refers to household financial data and banking details provided by the parent/guardian and student at the time of application, and the student’s contact details and date of birth on the bursary application form.

3 How does the College collect and use personal data?

Your personal data is collected from your bursary application form and the supporting evidence you provide as part of your application. You may provide further information during your course of study if things change.

Your personal data is held in our College systems, and will be visible to the College staff who are involved in administering bursary funds. We will also keep the paper copy of your application.

Below are some examples of the different ways in which we use your personal data. The College's primary reason for using this personal data is to administer and pay your bursary.

- We will use the household’s financial information along with your age to determine whether you are eligible for bursary payments, and at what level.
- We will use your bank details to make regular payments to you if you are eligible for a bursary.
- Records of whether or not you receive bursary will sometimes be used to find students eligible for various projects, grants and bursaries, and may be shared with other staff who are involved in these.

4 Our legal grounds for using your data

This section describes the legal basis we rely on when processing your data.

Public task

Your data will be processed under the public task basis, which means that we are using your data to enable us to perform a public task, i.e. administration and payment of your bursary.

5 With whom does the College share your data?

We need to share your data with external agencies to allow us to administer your bursary, for example the ESFA who provide this funding, and auditors working on their behalf.

We will share your banking details and payment amounts with our bank to allow them to make payments to you.

We will share the fact that you receive bursary with various data processing agencies to allow statistical analysis as compared to non-bursary students, but we will not share your financial details or bank details in this way.

Where we do share data, we will do so securely and only where we have confirmation from the recipient that they will process your data securely, fairly, and in line with the legislation. We will not send your data outside of the European Economic Area.

6 How long do we keep your data?

We keep your information for as long as we need to in order to administer and pay your bursary, and to make sure that our legal obligations are met. Usually, we will keep your records for seven years after the end of the year in which you leave, although some records will be destroyed earlier where there is no good reason to keep them. Exact details are set out in our Data Retention Policy. If your bursary application is unsuccessful, your information will be destroyed at the end of the academic year in which you apply.

7 What decisions can you make about your information?

If any of your data is incorrect, you can ask us to correct it. In some cases we may require evidence of the correct information or we may need to check it to be able to change it.

If you want to see what data we hold about you, you are entitled to ask us for a copy, via the Data Protection Officer (contact details below).

You can ask us to delete any information that we hold about you that we no longer need.

8 Further information, guidance and contact details

If you need any further information about our use of your personal data, or if you have any concerns about how your data is being shared, you can contact our Data Protection Officer:

DPO@wqe.ac.uk

If you are not happy with the way we have used your personal data you can contact the Information Commissioner's Office: ico.org.uk