

Privacy Notice: 2018/2019

Student Data

Version Number	Date of Issue	Department	Owner
0.7	29/01/2019	Information Services	Jaimie Scully Senior Data Protection Officer / Deborah Chambers Head of Operations

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1. Policy

The WEA Data Protection Policy states:

*'In order to be fair and transparent about our processing activities, the WEA provides individuals with clear information about how we process their personal data. This information is referred to as a **privacy notice**.*

Privacy notices are made available to data subjects at the point of data collection, whether this is via a website, a paper form or over the telephone. The WEA will take steps to ensure this information is concise, transparent, intelligible and easily accessible form, using clear and plain language.

All WEA Privacy Notices include:

- *The controller's identity and contact details;*
- *The Data Protection Officer's contact details;*
- *What personal data is processed;*
- *The purposes of the processing;*
- *The lawful basis for the processing;*
- *Who the personal data will be shared with;*
- *Details of any international transfers of personal data;*
- *The period for which personal data will be stored;*
- *Details of any automated decision-making using the personal data;*
- *Details of the data subject's rights and how they can exercise these;*
- *Details of how to complain to the Information Commissioners Office if unsatisfied.*

Purpose

This privacy notice is intended to describe how the WEA collects, uses, shares and retains your personal information and informs you about your choices regarding use, access and correction of your personal information. The WEA is committed to ensuring that any personal information it receives is secured and handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

2. Who collects my personal data?

Your personal data is collected in England and Scotland by the Workers' Educational Association (WEA), a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).

Address: 4 Luke Street, London, EC2A 4XW
Tel: 0300 303 3464
Website: wea.org.uk

3. Contact details for the WEA Data Protection Officer

Tel: 0300 303 3464

Email: dataprotection@wea.org.uk

Address: 10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

4. What personal data does the WEA process?

The WEA has a number of different methods for collecting student personal data. The list below outlines the maximum extent of the personal data we collect:

Title, first name, middle name, surname, address, telephone number, mobile number, email address, date of birth, sex, country of residence (within the last 3 years), household situation, ethnicity (special category data), learning difficulty, disability or health issue (special category data), previous highest qualification, employment status, benefit status, national insurance number, credit / debit card details (collected and controlled via WorldPay), exam results, contact preferences.

5. What does the WEA use my personal data for?

The WEA collects your personal data under contract with the Education and Skills Funding Agency and other funding bodies. We use your data for the following purposes:

Giving you information and advice - if you contact WEA for information and advice about our courses, we may need to share your personal details with other WEA staff members or volunteers. If we need to share your details with anyone outside of the WEA to assist with your enquiry, we will always ask your permission first.

Processing your enrolment - we may use your personal data to check your details are correct on your enrolment (for example to check your benefit status or confirm your date of birth). We may also use your personal details to carry out an initial assessment so we can enrol you on the right course for your level.

Providing you with support for your course - we offer a Discretionary Learner Support (DLS) Fund for students who need financial support. If your personal data (including bank details) is collected on a DLS form, it is used to:

- Establish if you meet the requirements to access financial support
- Reimburse any travel or course materials i.e. books or equipment you have paid for, if you have met the DLS requirements.

We also offer Additional Learning Support to students who need help with English, Maths, a disability or learning difficulty. We use your details to:

- Establish your support requirements.
- Put appropriate support in place for you.

If we ever need to share your details with anyone outside of the WEA to assist with your enquiry, we will always ask your permission first.

Meeting our funding obligations - the WEA receives funding as part of a contract to run courses from the Education and Skills Funding Agency (ESFA) and other funders. It is a condition of our funding that we collect the information we request from you and report this information to our funders.

Recording your attendance - the WEA is required to keep a record of your attendance. This is for insurance, safety, legal and funding purposes. This includes recording your name, basic contact details and attendances, and a reason for non-attendance if known e.g. sick or holiday etc.

Delivering your learning - the WEA (including its staff, tutors and volunteers) may use your personal details to:

- Undertake an initial assessment with you if you are applying to join one of our English, maths, ESOL or accredited courses
- Provide you with information about your course
- Let you know of any change to your course for example if your course is cancelled, if the tutor is unwell or if there is any change to the normal running of the course that will affect you

We may provide you with some of this information by email or text message.

If you have joined a course that involves e-learning we may need to set up an account for you on our e-learning platform (Canvas) and supporting systems, and as part of this process you may be required to agree to the additional terms and conditions required by the e-learning platform. The privacy information for the Canvas system is available from instructure.com/policies/intl-privacy

Recording exam results and obtaining certificates – if you are studying on an accredited course, we will use your personal details to register you with an approved awarding body, administer your exam and to send you your results / certificates.

Performing legal duties - some things like records of accidents, Safeguarding records and Prevent records are required by law so the WEA must collect and retain this information.

Producing anonymous statistics – As a membership organisation we will use some of the personal data we collect to produce anonymous statistics on our membership and volunteers for use in publicity, funding bids and as part of educational campaigning activities.

When you enrol you can decide whether you want to give the WEA permission to:

Send you WEA Marketing and Publicity Materials – this includes getting brochures, leaflets and other publicity from your local branch as well as from the WEA Marketing Team. (Note: If you are a student who does courses with a local branch, and you wish to continue to receive brochures and leaflets from them, please opt in as failing to do this will stop your local branch from sending you this material).

Contact you about Surveys and Research - this helps us to improve experiences for future WEA students and to obtain further funding to support Adult Education.

Sometimes we use approved partners to help us with surveys and research. You are free to decide whether you are happy for these partners to contact you.

You can choose to change your contact preferences at any time by calling our Support Centre on 0300 303 3464.

6. What lawful basis does the WEA use for collecting my personal data?

The WEA enrolment form, whether completed online, by telephone or on a paper form is a **contract**. You are required to agree to the contractual declaration on the enrolment form in order to attend the course.

In addition to this, the WEA seeks to obtain your **consent** so it can use your personal data for the purposes of **Marketing** and **Research**.

As part of the funding requirements placed on us by the Education and Skills Funding Agency (ESFA), the WEA collects two items of special category data from our students:

- ethnicity data
- learning difficulty, disability or health issue data

This data is collected on behalf of the ESFA and uses the lawful basis from the ESFA Privacy Notice which you can read here: gov.uk/government/publications/esfa-privacy-notice

7. Who does the WEA share my personal data with?

The WEA may share some or all of your personal data with:

- Data processing organisations under contract with the WEA
- Other data controllers offering specific services to the WEA (e.g. WorldPay who's Privacy Notice is available at worldpay.com/uk/worldpay-privacy-notice)
- Funding bodies who financially support our courses and students (e.g. Education and Skills Funding Agency) wea.org.uk/about-us/funding
- Awarding bodies for course accreditation purposes
- Key partner organisations where data sharing agreements are in place.
- Media organisations (only with your additional permission)
- Statutory bodies (e.g. Safeguarding Authority, Health & Safety Executive, Information Commissioners Office)

If you require more detailed information about who we share your personal data with, please contact dataprotection@wea.org.uk

8. International transfers of data

Your data may be transferred internationally. If your data is transferred, WEA will legally safeguard your personal data by:

- Transferring to the European Economic Area (EEA) countries
- Transferring to an adequate European Union (EU) country, or a US Privacy Shield company.
- Transferring under “EU Model Clauses” agreement with the importing party.

Owing to the global nature of the Internet infrastructure, the information you provide to us may be transferred in transit to countries outside the European Economic Area. These countries do not have similar protections in place regarding the protection of your personal data. Where this is the case the WEA will take additional security steps to safeguard your data by applying end-to-end encryption; this means your data will be transmitted securely.

9. How long do we keep your personal data?

If you have attended a course funded by the Education and Skills Funding Agency, your data will be securely held until 31 December 2030 which is the retention period for the European Social Fund.

If your learning is funded by another WEA funding body the period we are required to hold your data for may be different. This information is available on request as part of our Data Retention Schedule.

If you require more detailed information about how long we are required to retain your data for please contact dataprotection@wea.org.uk

10. What are my rights?

The right to be informed - the WEA must provide you with information about what we are using your personal data for, why we are using it and how long it will be kept for. We are fulfilling this requirement through this Privacy Notice.

The right of access - at any time, you have the right to obtain access to the personal data the WEA holds about you.

The right to rectification - at any time, you have the right to ask for incorrect, inaccurate or incomplete personal data to be corrected.

The right to erasure - at any time, you have the right to ask for any personal data the WEA holds on you to be erased when it's no longer needed or if holding it is unlawful.

The right to object - at any time you have the right to object to the processing of your personal data for marketing or research purposes.

The right to data portability - at any time you have the right to request that the WEA provides your personal data in a machine-readable format so that you can send it to another organisation or individual.

Rights in relation to automated decision making and profiling – If you have joined a course that involves e-learning, we may use automated methods to mark your tests or assessments. You have the right to challenge these automated assessments at any time, and request that they be marked by a person. The best way to do this is by requesting this from your course tutor, however

The right to restrict processing - at any time you have the right to request that the WEA restricts of the processing of your personal data. This is not an absolute right and only applies in certain circumstances. It means that the WEA can store your personal data but must not do anything with it until the restriction is lifted.

11. How do I exercise my rights?

If you wish us to update the information we hold on you or amend your contact preferences for marketing and research you can contact our Support Centre on 0300 303 3464 supportservices@wea.org.uk.

If you wish to challenge the results of an automated test within the Canvas e-learning platform, please contact your course tutor or contact our Support Centre on 0300 303 3464 supportservices@wea.org.uk.

If you wish to exercise any of your other your rights under the General Data Protection Regulation, you must make a Subject Access Request (SAR). You can do this by completing our SAR web form: <https://app-de.onetrust.com/app/#/webform/25919219-0f28-40a4-a522-ab332669e8ac> or by calling our Helpdesk on 02070 967738.

12. How do I complain?

If you are unhappy with the way the WEA has handled your personal data and you would like to make a complaint, please contact our Data Protection Officer.

Tel: 0300 303 3464
Email: dataprotection@wea.org.uk
Address: 10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

If you don't feel that the WEA has responded to your complaint in a satisfactory manner, you can then raise concerns about the processing of your personal data with the Information Commissioners Office (ICO). Please see: ico.org.uk/concerns or call the ICO on 0303 123 1113.

13. Changes and updates to this privacy notice

The WEA may, from time to time, make changes to this privacy notice. If any changes are made to how the WEA handles your personal information, you will be notified through this privacy notice on the WEA website. The date the privacy notice was last modified is at the bottom of this document. You are responsible for ensuring you periodically visit our website to check for any changes. By continuing to enrol on WEA courses, you agree to any changes made to this privacy notice.

14. Review Period

This privacy notice should as a minimum be reviewed every six months by the Senior Data Protection Officer and data owner.

15. Revision History

Version Number	Date of Change	Description of Change
0.1	25/09/2018	Re-drafted version
0.2	02/10/2018	Added Initial Assessment to the 'processing your enrolment purpose'
0.3	16/10/2018	Added e-learning platform to the 'delivering your learning' purpose. Made amendments suggested by the Head of Marketing to align this Privacy Notice with the Membership Privacy Notice.
0.4	22/10/2018	Amendments made by the Head of Operations (Data Owner)
0.5	08/11/2018	Incorporating feedback from Enrolment Working Group and inclusion of basic information about Canvas VLE
0.6	29/11/2018	Including Reference to the WorldPay Privacy Notice under section 8. Inclusion of a new section 'Changes and updates to this privacy notice'.
0.7	29/01/2019	Aligned with the revised data protection policy, inclusion of 'producing anonymous statistics' purpose.