



City College Stratford

Data Security and Protection Policy

Version January 2020

1. Introduction

The purpose of this policy is how to create files and maintain soft and hardcopy at college premises. City College Stratford strictly follows this policy to support quality services to college students and staff.

City College Stratford has established a proper Record System to record the details of learners and staff. Individual files will be created for each learners and staff. All data will be stored in a 'PHYSICAL FILE' and in 'Student Management Software (SMS)'. Physical file(s) will contain the information securely stored in locked room in locked cabinet.

2. Data Security and Management

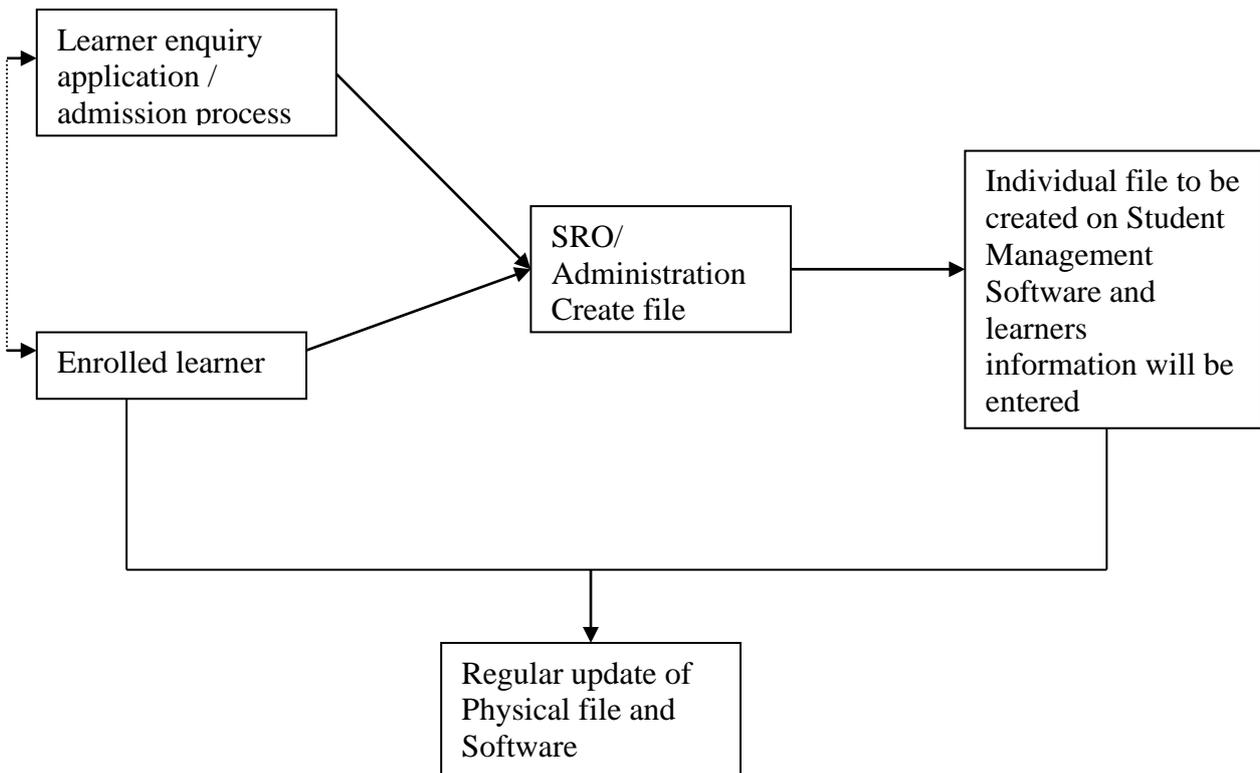
'Chief Administrator' will be responsible for creating and managing learner records and files. Any unauthorized person will not have access to this information. College will store and use learner's information as per the Data Protection Act. All records(s) will be kept updated at all time.

Below mention information/documents of individual learner's will be kept in each file:

1. RO (Record Officer)/ Administration employee will create an individual file for any prospective. Each file will have a reference number, name and related record.
2. Record of how the learner has been assessed prior to admission
3. Correspondence between learner and College for admission enquiry and process
Original application form
4. Two photographs
5. Conditional/unconditional offer letter
6. Copies of all the learner's qualifications (after verifying the originals) stamped and signed by the Learner Course Coordinator.
7. Copies of all the legal documents (required to allow the learner to be resident in the country and in College as learner)
8. Copies of current valid passport and current valid visa – Learner Course Coordinator will sign and stamped the copies after seeing the originals.
9. Copies of all correspondence on financial matter (fee) between the College and the learner
10. Copies of information provided to learner on Attendance, Punctuality, Absenteeism and Learning progress (these documents will be signed by learner to ensure that he/she has read and understood)
11. Correspondence between the learner and the College
12. Correspondence between the College and awarding bodies (to be stamped and signed by the Learner Record Officer)
13. Copies of correspondence between the learner and awarding bodies which will be signed and stamped by the College staff to ensure that the originals has been seen. (or else signed by the learner as a true copy)
14. Copies of learners' weekly attendance
15. Copies of all the documents issued to learners from the College (such as letters for council tax exemption, to open bank account, holiday letter etc.).
16. Learner request from
17. Copies of learners' assessment and progress report during the course of study

18. Fee audit form
19. Correspondence between the College and the Home Office/Government departments regarding the learners where required
20. Copies of correspondence between the learners and the Home Office/Government departments stamped and signed by the Learner record Officer after seeing the originals where required
21. Copies of document provided by the learners to support the change of address
22. Record of updated contact detail of learners (correspondence address, any change in contact telephone number)
23. Copies of passport and other documents of any dependent which learner will bring with him/her during the course of study at the College
24. Special need request form
25. Declaration form (learners will sign a declaration form after the induction, declaring that they have read and understood the Learner Hand Book, College policies and procedure for attendance, punctuality, discipline, exam etc.)

Learner details will also be stored in the SMS to access and use from anywhere.



Flow chart for Student Management System (SMS)

3. File storing

The college is committed to comply with Data Protection Act and requirements of award bodies and ensure that all documents (hard copy and files in the SMS) of students and staff will be kept for maximum six years. The college will not pass any records/information to any

third parties unless court order is issued and/or any government agencies ask for them for any queries and/or investigation.

Protection:

1. Introduction

1.1 The College data protection policy concerns the processing of personal data produced, acquired or maintained by the institution and its employees in the course of the College's business.

1.2 The City College Stratford acknowledges its responsibilities concerning the processing of personal data and will endeavour to ensure that its activities align with the General Data Protection Regulation (GDPR) and associated legislation.

1.3 All staff and students are required to respect the requirements of legislation in this domain and ensure that they do not undertake activities that are contrary to those requirements.

2. Audience

2.1 This policy is for the attention of all staff and students of the City College Stratford in so far as they are required to process personal information during the course of their employment or studies.

2.2 The rights of individuals apply to any person about whom the College holds personal data.

3. Purpose

3.1 This document represents the College's commitment to the appropriate processing of personal data and to respect the rights of individuals in relation to their personal information.

4. Definitions

4.1 The definitions of 'personal data' and 'special categories of personal data' used by the College are those provided in the GDPR.

5. Lawful processing

5.1 The GDPR requires the College to set out why it asserts it that its processing of personal data and special categories of personal data is lawful.

This document will be updated from time to time.

From 25 May 2018, the laws surrounding data protection have changed. GDPR and the Data Protection Act 2018 have replaced the Data Protection Act 1998 and as a result, individuals have enhanced rights in relation to access to their personal data.

This includes:

- **Right to be informed**
- **Right to access**
- **Right to rectification**
- **Right to erasure**
- **Right to restrict processing**
- **Right to data portability**
- **Right to object**
- **Rights related to automated decision-making including profiling.**

City College Stratford takes its data protection responsibilities very seriously, and responsible handling of data is very important to us. Your data will always be stored securely. The College has a number of privacy statements in place that provides information on how we will gather, process and store personal/sensitive information.

Details of our current procedures and privacy notices can be downloaded via the links in this area.

As a public body, the college has a dedicated Data Protection Officer (DPO) to provide support and guidance on GDPR. The DPO can be contacted by emailing info@citycollegestratford.com

Review

This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations.