

## **PRIVACY POLICY (Students)**

This Privacy Policy sets out how we use and protect any information we collect to ensure compliance with your rights under the Data Protection Act 1998 and the General Data Protection Regulations. We reserve the right to amend this privacy statement from time to time. You should check this page occasionally to ensure you are happy with any changes made. Except as explained in the statement, we will not release any personal information to a third party under any circumstances unless expressly authorised to do so by you, or if we are obliged to do so by law.

To find out more about Data Protection, please read our [Data Protection Policy](#)

### DATA COLLECTION - THE INFORMATION WE COLLECT FROM YOU

We will only ask for as much information needed to fulfil the nature of your interaction with the Grŵp. This information may include the following:

- name
- contact information, including address, email address and telephone numbers, including contact numbers of next of kin and emergency contact details, photograph for identification purposes.
- demographic information such as postcode and previous educational institutions.
- preferences and interests.
- personal and sensitive data required by ourselves, Welsh Government and other bodies in order to fulfil our educational delivery and learning support obligations such as gender, ethnicity, language, nationality, country of birth, passport details, national insurance number, previous academic qualifications, learning support needs, health and wellbeing, records relating to disciplinary actions and details of unspent criminal convictions.
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Other information supplied by you at meetings, tutorials, taught and informal sessions which are collated to form your learning record.
- Information captured on security systems, including Closed Circuit Television (“CCTV”).
- The Grŵp records information on server logs from your browser, including your IP address and the page(s) you requested.

### DATA USE - WHAT WE DO WITH YOUR PERSONAL INFORMATION

We use your information in the following ways:

- for administration purposes
- to provide you with the services, products or information you have requested.

- in carrying out the above, sharing your information with our service providers, associated organisations and agencies.
- from time to time, we may also use your information to contact you for market research purposes. We may contact you by email, telephone or mail. We may use the information to customise the website according to your interests.
- disclosing your information to other parties, if required by law and/or in connection with any current or future legal proceedings.

It is to be noted that except as provided in this policy, we do not disclose your information to third parties. However, please be aware that since some of the courses that you undertake are sourced by us and provided via other operating systems, we may need to share certain details in order to provide you access to these courses and services.

### **Education funded by Welsh Government and EU supported learning**

Where you are following a programme of learning supported by the Welsh Government or either directly or partially funded by the European Social fund (ESF), we have a legal obligation of share your information with the Welsh Government as part of this programme. The Welsh Government will be the data controller for the personal information it receives and will use this data to carry out its public tasks in the administering and monitoring of its funds. Full details of of the Welsh Government Privacy Notice can be found at [www.wales.gov.uk/llwr](http://www.wales.gov.uk/llwr)

### **Higher Education**

If you are following a Higher Education programme, some of your information will be shared with the Higher Education Statistics Agency (HESA). HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education (HE) in the UK. Further details of their processing of your information can be found at [HESA](http://www.hesa.ac.uk).

### **Financial Support for your Course**

If you are drawing down financial support for your course, your information will be shared with Student Finance Wales and Welsh Government. Further details of their processing of your information can be found at [Student Finance Wales](http://www.studentfinance.wales.gov.uk).

### **Retention of Collected Information**

Except as otherwise permitted or required by applicable law or regulatory requirements, we may retain your personal information only for as long as we believe it is necessary to fulfill the purposes for which the personal information was collected (including, for the purpose of meeting any legal, accounting or other reporting requirements or obligations).

## YOUR CONSENT - WHAT YOU ARE AGREEING TO

By providing us with your data, you consent to the following:

- The collection and use of any information you provide in accordance with the above purposes and this privacy statement.
- That we may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents and suppliers so far as necessary for the purposes set out in this policy.
- We may disclose your personal information to the extent that we are required to do so by law and/or in connection with any current or future legal proceedings.
- That if we ever need to transfer your data between countries that do not provide the same level of data protection as the UK, we will ensure your information is protected.

## YOUR RIGHT OF ACCESS

You have a right to ask for a copy of the information we hold about you (for which we may charge a small administration fee) and to have any inaccuracies in your information corrected. If you would like a copy of the information held on you, please email [data@gllm.ac.uk](mailto:data@gllm.ac.uk)

## COOKIES

Our web pages use “cookies”. A cookie is a small file of letters and numbers that we place on your computer or mobile device if you agree. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and enables us to improve our website. Further further details as to the cookies we use, please see our use of [cookies statement](#).

## LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. However, once you have used these links you will leave our site. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites which are not governed by the privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## INFORMATION SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect about you.

All purchases made on our website or at any of our campus' are secure. This means it is safe for you to provide us with sensitive information, such as your

credit card number to enable the transaction, when you sign up to any of our courses.

#### DATA PROTECTION REGISTRATION

We are registered as a data controller with the UK Information Commissioner's Office and our data protection registration number is **Z6977730**.

#### CONTACT

If you have any queries about our privacy or cookie policy, please contact **data@gllm.ac.uk**.