



## Privacy Notice for Applicants, Students & Alumni

---

### INTRODUCTION

This privacy notice applies to current students, former students, alumni and applicants. It explains how the College processes your personal data. This notice does not form part of any student or applicant contract.

The College may update its Privacy Notices at any time; please check back here regularly to review any changes.

### WHAT INFORMATION DOES THE COLLEGE HOLD?

The College holds a range of personal data about you, some of which you provide to the College directly and some of which is received from third parties.

Here are some examples of types of personal data the College holds:

- personal details such as name and title
- your contact details such as address, telephone number, email address
- country of nationality and domicile
- prior educational experience and attainment
- immigration information (such as passport details and language proficiency)
- health information (including any disabilities) and other equality monitoring data you provide to us

In addition, if you come to study at the College, data stored and processed by the College will include:

- academic performance
- attendance and progression
- if relevant, breaches of the College's policies (such as academic or other misconduct concerning College activities)
- banking and payment information

The College also processes contact and educational details after you stop being a student here.

### HOW DOES THE COLLEGE USE THIS INFORMATION AND WHY?

When you're an applicant, the College processes your personal data with the purpose of assessing your eligibility to be offered a place on one of its academic programmes and for identifying any support needs you may have.

If you accept a place on a programme and/or register as a student at the College, the College processes your personal data for the purposes of providing its academic programmes and its related services, such as welfare support.

In general, this applies to personal data you provides to the College to process your application and, if enrolled, to monitor academic performance. Without that information, the College would be unable to provide you with your chosen academic programme and its related support services.

Some personal data is also required to fulfil the College’s legal obligations regarding immigration. A failure to provide that information would interfere with your application for a UKVI Tier 4 visa.

Some personal data is also required to fulfil the College’s legal obligations regarding reporting to regulatory bodies. A failure to provide that information could interfere with your application for student finance, or the College’s designation as a registered body.

The College only processes data for specified purposes and when is justified in accordance with data protection law. The table below shows examples of personal data the College processes and the justification for doing so.

Purpose	Legal basis and justification
Assessing eligibility to undertake on of the College’s academic programmes	Processing is necessary for the purposes of preparing to enter into a contract with the College
Provision of academic programmes and related services (including IT and library services)	Processing is necessary for performing a contract - in other words to provide your chosen academic programme. This can be a contract between you and the College, or a contract between you and your sending institution. This is called contractual necessity
Assessment of academic progress and performance (including attendance)	Contractual necessity
Administration of complaints, grievances and appeals	Contractual necessity
Immigration matters	Necessary for the College to comply with its legal obligation in relation to students or applicants who hold a Tier 4 visa. Such processing may also be in the public interest and your consent may be required in some cases

Making reasonable adjustments for disabilities and providing relevant support to students or applicants with ill health	Consent
Regulating the College's community (including dealing with misconduct under the College's procedures for academic and other misconduct)	Contractual necessity and the College's legitimate interest in maintaining academic standards
Obtaining payment of fees	Contractual necessity and the College's legitimate interest in obtaining payment for the services it provides
Protecting the College's property and assets (for example by dealing with misconduct)	Necessary for the College's legitimate interest in safeguarding its property and assets
Providing appropriate IT and other infrastructure facilities, for example a virtual learning environment, as well as the development of new IT systems	Contractual necessity and the College's legitimate interest in providing a proper infrastructure to support the provision of academic programmes and related student services
Communicating with applicants and students	Contractual necessity
Assisting applicants and students to obtain residential accommodation/housing	Consent
Careers and LAUNCH	Contact details, programme details and progression information where relevant to enable the opportunities offered to students by Careers and LAUNCH
Alumni relations	Necessary for the College's legitimate interests and by consent for marketing, fundraising and maintaining an alumni network
Internal Audit Service	Necessary for the College's legitimate interests in maintaining internal control, and/or prevention, detection and investigation of fraud

To provide references on request	Necessary for the performance of the employment contract or where consent has been given
----------------------------------	--

There may be other processing in addition to the above, for example, when you access the College’s website which uses cookies, or when the College takes photos or video of our events and publishes them. This is done on the basis of our other policies, and the College will inform you about such processing at the time when the data is obtained or as soon as possible afterwards.

Where the basis of processing your personal data is a contractual necessity and you don't provide the College with the personal data needed, the College may not be able to process your application or provide you with the programme for which you have applied.

A failure to provide immigration-related data may result in failure to obtain a Tier 4 visa for those students who require it.

**WHAT INFORMATION DOES THE COLLEGE GET FROM THIRD PARTIES?**

Sometimes the College receives your data from third parties. The following table lists what information the College may receive from them.

Data the College may receive	Source
Application data, which includes contact details and attainment, work experience, previous institution, contextual data and disability information	UCAS
Your immigration status	Home Office (UKVI), Foreign and Commonwealth Office
Transcripts (details of programmes undertaken or being undertaken at another institution, and your attainment)	Another institution and/or secondary schools
Medical, accessibility related and similar information, occupational health medical clearing (we only obtain this information from third parties if you give us consent to do so)	Another institution, medical practitioners and/or family members
Your financial status	Student Loans Company
Details of any College associated complaint	Officer of the Independent Adjudicator
Details of performance in other educational institutions or in relevant jobs	Referees you have identified
Information relating to criminal convictions	Disclosure and Barring Service

Accreditation information	Relevant professional accrediting bodies
---------------------------	--

**WITH WHOM DOES THE COLLEGE SHARE INFORMATION?**

Sometimes the College may need to share your data. The following table gives examples of this kind of data sharing.

Recipients	Data which we may share with them
College faculty	Contact details, attendance and progression information, education and attainment data, and where necessary for the implementation of reasonable adjustments and/or the provision of other support and subject to your consent health information. Your contact details may also be used by these staff when recruiting to related extra-curricular activities, such as volunteering opportunities
Professional staff	Contact details, immigration details, attendance and progression information, education and attainment data, and where necessary for the implementation of reasonable adjustments and/or the provision of other support and subject to your consent health information. Your contact details may also be used by these staff when recruiting to related extra-curricular activities, such as volunteering opportunities
College’s alumni team	Contact details, attendance and progression information
The New College of the Humanities Students’ Union	Contact details
Employment or study placement providers	Your CV as well as any accessibility and assistance requirements and related information
Future employers	Personal information relating to conduct, performance and academic achievement, where we are asked for a reference
University league table compilers, for example <i>The Economist</i> , <i>Times</i> , <i>Guardian</i> and organisations compiling graduate destination data	Contact details and employment or further study destination data

Official bodies to which the College is obliged to report, for example HESA and the Office for Students, or their agents	Information supplied as necessary to fulfil the College's reporting obligations to these bodies. This may include relevant special category data
External examiners	Exam papers
UK Home Office	Passport details, programme details and fees, and housing details
Senior Residents in Halls of Residence	Student details
Housing providers	Student details
Data processors (in other words third parties who process personal data on our behalf such as software providers)	Application details, attendance records
Local Authority	Contact details
Student Loans Company	Contact details
Research partners	Contact details, attendance and progression information
Regulatory and accrediting bodies, for example SSU and SU	Contact details, attendance and progression information
Funding bodies, scholarship and bursary providers	Contact details, attendance and progression information
Government agencies, for example HMRC (only upon request and where there is a legal basis for doing so)	Contact details
Police (only upon request and where there is a legal basis for doing so)	Information supplied as necessary in order to fulfil the College's legal obligations with respect to fire prevention and detection of crime

### HOW LONG DOES THE COLLEGE KEEP YOUR DATA?

The College must retain some staff and student personal data after they leave the College either because the law requires it or for other reasons, e.g. to provide transcripts and references or to keep tax records. Each type of data will be kept for a set period, which is defined in the [College's Data Retention Policy](#).

### THE DATA PROTECTION OFFICER

The College has appointed a Data Protection Officer. Their postal address is:

Data Protection Officer  
New College of the Humanities  
The Registry  
19 Bedford Square  
London  
WC1B 3HH

### **Queries & Complaints**

For more information on your rights, if you wish to exercise any right, for any queries, you may have or if you wish to make a complaint, please the Data Protection Officer.

### **Complaint to the Information Commissioner**

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which the College processes your personal data. You can make a complaint via [the ICO's website](#).

---

Title	NCH Privacy Notice for Students & Applicants	Author	Director of Marketing
Location	NCH Academic Handbook	Approved by	Executive Committee
Version	1.1	Last updated	May 2018
Publication date	25 May 2018	Review date	May 2019
Related policies			
External Reference Point			