



Privacy Notice for Visitors, Correspondents, Prospective Students & Employers of Apprentices

INTRODUCTION

1. This Privacy Notice applies to visitors to the College and people with whom the College communicates who are neither staff, nor current students, nor alumni, nor board members. It applies to those including prospective students (or apprentices) such as enquirers, prospectus requesters, event registrants and attendees; prospective apprentice employers, external speakers, and all other individuals who have expressed an interest in studying at the College or participating in its activities in another way, such as on one of the College's outreach programmes, and includes agents and third parties. It applies to those who visit the College for one-off events such as open days, taster lectures, taster days, personal consultations, and to those who attend one of the Colleges outreach programmes or use certain facilities.
2. The notice explains how the College will process your personal data.
3. 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?

4. 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 such as agents, employers, or third-party companies. Sometimes this means the College may process information related to children in your care.
5. Examples of the categories of personal data, which the College holds, include:
 - 5.1. Personal details including name, title, and date of birth.
 - 5.2. Contact details including address, telephone number and email address.
 - 5.3. Country of Nationality and Domicile.
 - 5.4. Company details.
 - 5.5. Study interests.

- 5.6. Current and prior educational experience, qualifications and attainment.
 - 5.7. Academic institutions attended.
 - 5.8. For prospective apprentices, information about your career, workplace, employer and employment contract will be held to adhere with ESFA funding rules.
 - 5.9. Health, disability, and any additional support needs you may have to successfully complete your programme.
6. The College may also collect, store and use information about your health, ethnicity or religion for the purposes of statutory reporting it is legally required to undertake or should you require it to make reasonable adjustments for you during your visit to the College's or to make resources accessible.

HOW DOES THE COLLEGE USE THIS INFORMATION AND WHY

- 7. The College processes your data to help support your current and future relationship with the College.
- 8. The College only processes data for specified purposes and if it is justified in accordance with data protection law. You will find the table below lists the various purposes for which the College processes personal data, and the corresponding justification for it.
- 9. There may be other processing of data in addition to that listed below. This is undertaken in accordance with the College's data protection policies of which the College will inform you when the data is obtained or as soon as possible thereafter.

Data subject	Data processed and its purpose	Legal basis and justification
Visitors to the College for commercial, community or similar purposes	Name and contact details	Processing is necessary for the College's legitimate interest in regulating access to the College and managing safety at College building
Members of the general public who visit the College for a specific event	Name, contact details, and any other information required for your attendance at the event, such as dietary requirements	Contractual necessity - without this personal data the College may not be able to deliver the event for you
Contractors providing services to the College	Name and contact details	Contractual necessity - without that personal data, the College may be prevented from

		complying with its legal obligations to ensure the health and safety of visitors to its site and so will be unable to allow you onto its premises to perform the contract
Individuals with whom the College corresponds, such as schools, employers, businesses or recruitment agents	Name and contact details. The College uses your data to keep you up to date with events and initiatives which may be of interest and/or benefit to you	Processing is necessary for the College's legitimate interest in providing you information on items which may be of interest or benefit to you
Members of research communities and collaborators	Name, contact details to maintain research communities and sharing research-related news and best practice	Public task
Members of the public using College facilities, such as libraries or rooms	Name, contact details and details of any services you have registered for, nature of event	Contractual necessity
Prospective applicants including prospective apprentices and/or their employers who enquire to the College, request information at an event or request a prospectus	Name, contact details, area of interest, country of nationality and domicile. The College uses your data to respond to your enquiry and/or to provide a prospectus	For answering your question, the legal basis for processing is contractual necessity. You may also be sent information regarding the College's events, educational programmes or resources if this would be relevant to potential future study
Individuals booking on a College Open Day, Taster Day or Taster Evening	Name, contact details, subject interest, dietary requirements, and age. The College uses your data to process your booking	For processing your reservation, the legal basis is contractual necessity. You may also be sent information regarding the College's events, educational programmes or resources if this would be relevant to potential future study
Enquiry data collected via third-party platforms, such as UCAS, What Uni?,	Name, contact details, area of interest, year of entry, school or organisation and further	The legal basis for processing is consent. You may also be sent information regarding the College's events,

Keystone, The Student Room, etc.	information supplied by the third party that may vary. The College uses your data to send relevant marketing materials of interest to you	educational programmes or resources if this would be relevant to potential future study. The College may also use some of this information as a contractual necessity in its relationship with you
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10. 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, or when applying for any apprenticeship via the ‘Recruit an Apprentice’ ESFA government portal. 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 thereafter.
11. When 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.

WHAT INFORMATION DOES THE COLLEGE GET FROM THIRD PARTIES?

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

Source	Data the College may receive from them
Schools arranging a College visit, or engaging in another programme, or providing references for those participating	Personal and contact details, and information relating to your background and living situation when this is necessary for eligibility purposes
Other institutions arranging a College visit	Personal and contact details
Your employer	Personal and contact details, plus career, workplace, and employment contract information for any prospective apprentices
Third-party marketing companies and recruitment agents	Personal and contact details
ESFA ‘Recruit an Apprentice’ government portal	Personal and contact details

UCAS Media

Personal and contact details

WITH WHOM DOES THE COLLEGE SHARE INFORMATION?

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

Recipients	Data which the College may share with them
The College's administrative and support staff, and any relevant Faculty	<p>Personal and contact details and, if necessary for the implementation of reasonable adjustments and/or the provision of other support and subject to your consent, health information</p> <p>Prior Learning, professional experience plus current job description and responsibilities may be shared for prospective apprentices to assess eligibility and suitability or exemptions for apprenticeship programmes.</p>
Data processors (third parties who process personal data on the College's behalf)	Personal and contact details.
Organisations who run programmes you may move onto after visiting the College, such as placement providers or mentoring schemes	Personal and contact details
Local authorities	Relevant safeguarding information
Scheme funders or research partners	<p>Contact details, attendance and progression information, and information relating to your background and living situation where necessary for eligibility purposes</p> <p>Contractual and employment information for eligibility purposes (Apprentices only)</p>
Official bodies to which the College is obliged to report, for example HESA and the Office for Students, or their agents, ESFA, Ofsted, and the Department for Education	Information supplied as necessary to fulfil inspections or the College's reporting obligations to these bodies. This may include relevant special category data, the creation or maintenance of a Unique Learner Number (ULN), and a Personal Learning Record (PLR).

HOW LONG DOES THE COLLEGE KEEP YOUR DATA?

14. Except where the College has a legal or contractual obligation to keep data for a specified period, your data will be held in accordance with the College's [Data Protection 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
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.

Complain 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](#) website.

Title: Nothing Privacy Notice for Visitors, Correspondents and Prospective Students					
Approved by: Executive Committee					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
2.0	April 2021	April 2021	Data Protection Officer	NCH Academic Handbook/ policies and procedures/data protection	April 2024
1.6	September 2019	October 2019	Director of Marketing	NCH Academic Handbook/ policies and procedures/data protection	September 2020
1.5	May 2018	May 2018	Director of Marketing	NCH Academic Handbook/ policies and procedures/data protection	September 2019
Referenced documents	Data Protection Policy				
External Reference Point(s)	UK Quality Code Theme: Admissions, Recruitment and Widening Access; Information Commissioner's Office (ICO); HESA; Office for Students; UCAS; What Uni?; Keystone; The Student Room				