

**NESWEC Privacy notice**

**Adopted May 2018**

**Revised May 2020**

**Revised August 2022**

**Next revision August 2024**

The Data Controller is the Course Coordinator, Jill Taplin (jill@neswec.org.uk)

**NESWEC collects data for processing on a lawful basis where:**

* Processing and retention of personal data is necessary to enrol and maintain students in the NESWEC programme, or participants onto a short course, or where a member of the public has requested to be included in a inquirers mailing list
* An individual has given explicit consent to the processing of personal data for specified purposes which that individual has shared with those working on behalf of NESWEC. For example where a student requests a reasonable adjustment or special consideration which is health related and health data may be required for the approval process

**Information that NESWEC collects, holds and shares includes:**

* Personal identifying information, typically name, date of birth, gender
* Personal e-mail address/address/phone number where the individual has given consent to correspondence by those means, student correspondence, or where such correspondence is necessary for the purposes of following the NESWEC programme, including the quality assurance monitoring, external and internal, necessary for awarding qualifications.
* Information included on application forms and CVs.
* Information relating to individuals’ achievements as they progress through NESWEC programmes.
* Feedback collected on NESWEC’s activities
* Occasionally NESWEC processes special category data, for example, health and additional support related information (Article 9 GDPR). This data is collected by NESWEC in support of requests for Reasonable Adjustments or Special Considerations and processed by the Course Coordinator.

**Why we collect and use this information**

As an organisation for education and training, NESWEC uses personal data to:

* Register students on programmes and qualifications, and participants on short courses
* Verify student assessment evidence as part of the quality assurance process
* Apply for certificates for qualifications from Awarding Organisations, including NCFE/CACHE, and Crossfields Institute
* Issue certificates for CPD programmes and short courses
* Approve requests for Reasonable Adjustments and Special Considerations
* Assess the quality of our services using student and participant surveys
* Respond to enquiries
* Send mailings and updates

**What and where we share**

As an organisation providing accredited qualifications, NESWEC is required to share data with Crossfields Institute. Crossfields Institute provides quality assurance for the qualifications offered by NESWEC and is an Awarding Body. Crossfields Institute is required to share data with other Awarding Bodies (if qualifications are in the hands of other awarding bodies) and with Ofqual. Ofqual is the Office of Qualifications and Examinations Regulation for England. Ofqual regulates qualifications, examinations and assessments in England including Crossfields Institute regulated qualifications.

Crossfields Institute, Ofqual states that it will not knowingly or intentionally request information from NESWEC that would not be GDPR compliant or would cause NESWEC to be non-compliant.

For more information on Data Protection in relation to Crossfields Institute, or Ofqual, please refer to the Data Protection Policy and Privacy Notice available on the Crossfields Institute website, [www.crossfieldsinstitute.com](http://www.crossfieldsinstitute.com).

**Individual rights**

Under GDPR legislation, you have the right to request access to information about you that NESWEC holds.

You also have the right to:

* Object to processing of personal data which is likely to cause, or is causing, damage or distress
* Prevent processing for the purpose of direct marketing
* Object to decisions being made by automated means

All of our Data Processing Procedures will be subject to annual review to ensure compliance with this evolving legislation. If you would like to discuss anything in this Privacy Notice, please contact the Course Coordinator, Jill Taplin (jill@neswec.org.uk)

The following table details the information NESWEC may hold, and how and when it is disposed of.

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| --- | --- | --- | --- |
| Category of data | Storage Format | Retention Period  | Criteria to determine the retention period |
| Individual student details (names, date of birth, gender) This relates to both those who complete the course and those who withdraw before completion. | Secure paper and electronic storage | Indefinitely, until requested to remove  | We retain this data in case there is a need for a student/employer/education provider to request confirmation of certification or replacement certificates or other legitimately required details of the student’s history with NESWEC  |
| Student application forms and references  | Secure paper and electronic storage | Duration of the course or, in the case of a student who withdraws before completion, until the period for potentially re-joining has expired  | This provides information that we may need to access to contact the student or make specific arrangements for them. This provides information for tutor planning. |
| Assessment evidence (including RPL records)  | Secure paper and electronic storage  | Until the student has qualified and EQA has had an opportunity to review evidence  | This evidence must be retained until all quality assurance procedures have been satisfactorily completed. |
| Assessment & monitoring records - EQA Reports, IQA Reports, Assessment feedback, Attendance/Notes from meetings  | Secure paper and electronic storage | 3 years after the completion of the course or, in the case of a student who withdraws before completion, until the period for potentially re-joining has finished | This may be required for audit by Ofqual (the regulator).  |
| Inquirers’ list (first and last names and e-mail contact details).This includes both those who inquire about the full NESWEC programme and those who inquire about CPD and other short courses. | Secure paper and electronic storage | Indefinite, receiver can request to opt-out at any time  | All inquirers are informed that this Data Protection Privacy Notice and the Data Protection Policy available on the NESWEC website and there is always an option to unsubscribe  |
| Records of those working on behalf of NESWEC (tutors and guest tutors). This includes names, date of birth, gender, contact details (e-mail, phone and address) and CVs, plus records of the work done for NESWEC and the payments made. | Secure paper and electronic storage  | 7 years from the end of any work on behalf of NESWEC  | Records held in order to be able to respond meaningfully to employment reference requests and in order to maintain an overview of the NESWEC programme  |
| Special Category data (sensitive data – e.g. medical records, ethnicity, disabilities, etc)  | Secure paper and electronic storage | The shortest possible time; context dependent.  | We will retain this data in relation to special consideration applications for students for as long as needed to make a decision. We will retain this in relation to those working on behalf of NESWEC for as long as needed to ensure that their health and wellbeing needs are met. |
| Criminal data  | Secure paper and electronic storage | The shortest possible time; context dependent.  | We will retain this data for as short as possible a time, due to its sensitive nature. The only likely context for us to require this data is to ensure that a student or tutor has an appropriate DBS check in order to make required visits to schools and settings.  |