



Privacy Notice for Students and Applicants

This policy outlines how the United Colleges Group will use your information (for City of Westminster College and the College of North West London).

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United Colleges Group Privacy Notice for Students and Applicants

How we use your information. This privacy notice tells you how we, United Colleges Group, will collect and use your personal data. The college processes data mainly under the lawful basis of **Public task**: collecting the data is necessary to perform tasks that colleges are required to perform as part of their statutory function [click here](#)

Why does United Colleges Group need to collect and store personal data? In order for us to provide you with education we need to collect your personal data this includes but is not limited to; name, address, date of birth, contact details, financial details, employment/educational history and relevant medical information. For a full list of the personal details we collect [click here](#). We are committed to ensuring that the information we collect and use is appropriate for the purpose of education, and does not constitute an invasion of your privacy. [Click here for more information](#). For marketing United Colleges Group would contact you for additional consent.

Will United Colleges Group share my personal data with anyone else? We may pass your personal data on to government agencies, employers and third-party service providers contracted to United Colleges Group. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with their procedures. If we need to pass your sensitive personal data onto a third party we will only do so when we are legally required to. [Click here](#)

How will United Colleges Group use the personal data it collects about me? United Colleges Group will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR) and UK data protection law, [see our Data Protection Policy](#). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. United Colleges Group is required to retain information for examination, reference and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. We keep your data for 7 years after you have left the college, if your course is ESF funded we are obliged to keep your data until 2030. If you apply but do not enrol we keep your data for 2 years. CCTV footage is kept for 60 days. If your data is needed for legal proceedings we may need to keep it for longer in this case we will consult with you.

Under what circumstances will United Colleges Group contact me? Our aim is not to be intrusive, we will contact you to arrange interviews, to provide you with information about your studies. If you are aged under 18 we keep your parents informed of your progress this includes information about your attendance and behaviour.

You have rights as a data subject to find out about your rights, how to make a complaint and how to make a subject access request [click here](#)

If you have concerns about your data please contact our Data Protection Officer Grethe Woodward grethe.woodward@cnwl.ac.uk tel: 0208 208 5436/ 0207 258 7291. You have the right to contact the ICO if we cannot resolve your complaint <https://ico.org.uk/concerns>