

**DN Colleges Group - RECORD OF PROCESSING ACTIVITIES (ROPA) (Article 30)**

This describes, in very general terms, the personal data being processed by **DN Colleges Group (DNCG)**.

DNCG is registered under the Data Protection Act 2018. This means that the purposes for which the College collects, and processes personal data are notified to and registered with the Information Commissioner’s Office (ICO), under the Registration Number **ZA341759**.

DNCG is a data controller as defined by the UK General Data Protection Regulation and the Data Protection Act 2018. Our ROPA describes how and why we use personal information.

DNCG processes large volumes of personal data. Our data processing activities take place across the entire College, including: Curriculum Support; Digital Technologies and IT Services; Finance; People Services; Marketing; Estates and Facilities.

**Nature of work**

Further and Higher Education

**Description of Processing**

The following is a very broad description of the way DNCG processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices that DNCG has provided or contact DNCG directly to ask about your personal circumstances.

**Reasons/purposes for processing information**

DNCG processes personal data for several purposes:

* Providing education and support services to our students
* Staff administration
* Safeguarding the health and safety of our staff, students and third parties
* Management and administration of research activities
* Financial purposes
* Data security management
* Statutory returns and other legal obligations
* The prevention and detection of crime
* Marketing and event promotion
* Alumni engagement management
* Students’ Union administration
* Contractor management, procurement and commercial activities to our clients

**Categories of personal data**

DNCG processes the following categories of personal data:

* Biographical and family details
* Contact information
* Next of kin and emergency contact information
* Survey/feedback information
* Student record and academic data
* Employment record and data
* Financial details
* Contract record information – including external third parties
* Misconduct, disciplinary and grievances investigations and outcomes
* Qualifications and professional memberships information
* Consent record information
* Vetting and barring checks (DBS)
* Images (this could be from CCTV, or for administrating ID Cards)

We also process ‘special categories’ of information, previously known as ‘sensitive data’, that may include:

* criminal convictions
* physical or mental health details
* political affiliation/opinions
* racial or ethnic origin
* religious or other beliefs of a similar nature
* trade union membership

**Who information is processed about**

DNCG processes the personal data of:

* Students (current)
* Prospective students (applicants)
* Unsuccessful applicants (students)
* Former students (withdrawn)
* Staff (current)
* Prospective staff (applicants)
* Unsuccessful applicants (staff)
* Former staff (leavers)
* Volunteers
* Alumni
* External Third Parties
* Exchange students (incoming)
* Visitors
* Parents, guardians, and carers of students
* Contractors
* Industry/Business contacts
* Complainants and enquirers
* Suppliers (e.g. goods and services)

**Who information may be shared with**

In certain circumstances DNCG must share personal data with a third party if this is required by law or because it otherwise deems it to be necessary to achieve a specified purpose. DNCG complies with the UK General Data Protection Regulation and the Data Protection Act 2018 when disclosing personal data.

The categories of recipients for personal data are:

* New and previous employers
* Governmental bodies including ESFA and DfE
* Regulatory bodies including the Office for Students (OfS)
* UCAS
* Third party statistical agencies, including HESA
* Local Councils
* Student Loan Company
* Awarding bodies
* Work experience or other placement providers
* Student support – providers
* Parents, guardians, and carers
* Auditors
* Police services
* Students’ Union
* Suppliers and service providers, including for the administration of travel
* Legal representatives
* International agents
* Research councils

**Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection legislation.

The majority of personal information is stored on systems in the UK. Although there are some occasions where your information may leave the UK in order to get to another organisation, or, if it’s stored in a system outside of the EU.

We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

We’ll take all practical steps to make sure your personal information is not sent to a country that is not seen as ‘safe’ either by the UK or EU Governments.

In the unlikely event we would need to send your information to an ‘unsafe’ location we will always seek advice from the UK’s Information Commissioner first.

**Organisational Security Measures**

We’ll do what we can to make sure we hold records about you (on paper and electronically) in a secure way. We’ll only make them available to those who have a right to see them.

Examples of our security include:

* ‘Encryption,’ meaning that information is hidden so that it cannot be read without special knowledge (such as a password). The hidden information is said to then be ‘encrypted’
* ‘Pseudonymisation,’ meaning that we’ll use a different name so we can hide parts of your personal information from view. This means that someone outside of the College could work on your information for us without ever knowing it was yours
* Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
* Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
* Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called ‘patches’)

**How long do we keep your personal information?**

There’s often a legal reason for keeping your personal information for a set period of time, we try to include all of these in our retention schedule, a copy of this document is available on our website in the ‘Data Protection and Freedom of Information’ Section.

The schedule lists for how long your information may be kept, this ranges from months for some records to decades for more sensitive records.

**Further Information**

If you have any concerns about how your personal information is handled please contact our Data Protection Officer via email [dataprotection@dncolleges.ac.uk](mailto:dataprotection@dncolleges.ac.uk) or by writing to us at the address below:

DN Colleges Group

The Hub

Chappell Drive

Doncaster

DN1 2RF

For independent advice about data protection, privacy, and data sharing issues, you can contact the UK regulatory body Information Commissioner’s Office (ICO) at:

Information Commissioner's Office Wycliffe House

Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [www.ico.org.uk](http://www.ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).