

ALL NATIONS CHRISTIAN COLLEGE

STUDENT PRIVACY NOTICE – SUMMARY

This is a summary of the full privacy notice, which is available at www.allnations.ac.uk and on the College Virtual Learning Environment (VLE).

What personal data do we collect about you and how do we collect it?

As soon as you contact us, we create a record in your name. During your time studying with All Nations Christian College, we add information to your record about your study and your contact with us. This includes data collected from your participation on the College VLE.

How do we use your personal data?

We collect and process a broad range of your personal data in order to deliver our services, to support you and to generally improve the wider student experience and quality of teaching and learning you receive. We also use it to provide you with relevant information and opportunities, to manage our operations effectively, to ensure that views of students are represented and to meet our legal requirements.

We are committed to the data protection principles of good practice for handling information. All personal information is held in secure computer and manual files and we will only transfer data within the College on a 'need-to-know' basis so that we can continue to provide support and other services to you.

We may contact you with marketing communications about College events but only if you have opted to receive them. You can change your contact preferences by writing to network@allnations.ac.uk.

We use your equal opportunities data for monitoring purposes. Information about any disabilities and special requirements you have will also be used to inform the provision of reasonable adjustments and other provisions for your study.

Who do we share your personal data with?

We sometimes use external service providers to carry out activities under our instruction. If so, they may process your personal information under strict contractual confidentiality obligations.

We will share some information with the College Student Committee who represent the Student Body, since you automatically become a member of the Student Body when you register to study with us.

We share data of those on validated programmes with organisations where we have legal or regulatory requirements, for example the Higher Education Statistics Agency (HESA). We will also share your data, if you are on a validated programme in order to invite you to participate in surveys commissioned by the Office for Students (OfS), which are carried out by contractors on their behalf.

How long do we keep your personal data?

We only keep data for as long as is necessary. We keep academic transcript data in the long term, so we can provide references and verify your study with us. See the Data Retention Schedule.

How can I access the information you hold about me and what other rights do I have?

You can email the College to request a copy of the personal data that we hold about you and you can ask for your data to be rectified if it is incorrect. In certain circumstances, you can object to our use of your data, you can ask for it to be restricted or erased. You can also complain to the UK Information Commissioner's Office (ICO) if you feel we have not complied with current UK data protection legislation

How to contact us

Email: info@allnations.ac.uk

Telephone: +44(0)1920 443500

You may find the following data protection documents helpful. They can all be found on the College website at <https://www.allnations.ac.uk/privacy-all-nations-christian-college>

- Data Protection Policy
- Enquirers and Applicant' Privacy Notice
- Supporters and Alumni Privacy Notice
- Bookings Privacy Notice (which covers students out-of-term accommodation billing)
- Website Privacy Notice
- Cookie Policy

All Nations Christian College Limited is a registered charity (No. 311028) and a company limited by guarantee, registered in England (no 990054). The College is registered under the Data Protection Act 2018 (Reg. No. Z6320083). The College has a fully owned trading subsidiary: All Nations Trading Limited, a registered company (No. 1189164) VAT Reg. No. 214 7013 06. Both companies have a registered address of: Easneye, Ware, Hertfordshire, SG12 8LX.