



Privacy Notice for Students

The categories of information that we collect, hold and (in limited circumstances) share include:

- Personal information (such as name, address, phone number, email address).
- Additional support needs (additional support you have identified to us as being required to attend JRC courses).
- Category of student, if disclosed (e.g. someone with experience of mental health difficulties, a carer friend or relative, or mental health professional).
- Attendance information (such as courses attended, number of absences and absence reasons).
- Any incident reports, safeguarding reports, and student concern records.
- The feedback you provide to us on the courses you have attended.
- Email or other correspondence between you and the College or any online student portal.

How is your personal information collected?

We collect personal information about you only from the details supplied by you to us in your course application form, through the student portal on our website or otherwise provided by you directly to us.

Why we collect and use this information:

We use the student data:

- to support student learning;
- to assess the quality of our services;
- to comply with the law regarding data sharing, safeguarding and health and safety.

The lawful basis on which we use this information

We will only use your personal information when the law allows us to. Most commonly we will use your personal information in the following circumstances:

- To enable us to facilitate your access to and participation in your chosen courses and to otherwise perform our obligations to you in accordance with our Student Charter.
- To send you our Prospectus detailing future courses.
- To provide you with our regular newsletter.
- To invite you to participate in future College events or initiatives.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where we need to comply with a legal obligation.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection, for example any disability that you disclose to us for the purposes of our making reasonable adjustments to facilitate your participation in a course.

We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we make it clear on both our application form and on our online registration, which of the requested information requested must be provided.

Storing student data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Records Management Policy which is available from our Office Manager, Siobhan Poingdestre (Tel: 01534 505977 / email hello@recovery.je). To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Who we share student information with

We will not share the personal information we hold on you with anyone else, except where you have explicitly consented for us to do so or where we are required to do by law.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us – either by contacting the JRC office or through our online student portal.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes

you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Please contact our Office Manager, Siobhan Poingdestre, (Tel: 01534 505977 / email hello@recovery.je), as a first point of contact in relation to any of the above requests.

Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO, **Kate Hamilton** at kate.hamilton@recovery.je; tel: 07700 352062.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO), Jersey's supervisory authority for data protection issues.