EMBS Community College

Learner privacy notice 2026–2027

About the college

EMBS Community College is a sixth form college and adult education college in Oxfordshire. It is the data controller of personal data relating to the learners at the college. The college has campuses in Oxford and Banbury and its head office is located at 213b Barns Road, Cowley, Oxford, OX4 3UT.

The data protection officer is Joe Woods (joe@embs.ac.uk). The head of IT is Nazia Kusar (nazia@embs.ac.uk).

The college's data protection policy is published on its website at embs.ac.uk.

Why the college uses personal data

The college processes personal data in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation) as retained in UK law and the Data Protection Act 2018. Data protection law requires the college to have a purpose for using learners' personal data.

Several purposes apply:

- to administer education
- to administer safety provisions, access arrangements and reasonable adjustments
- to secure funding and provide evidence for funding claims
- to meet requirements to ensure health, safety and equality in the college's services
- to monitor and report on learner progress
- to assess the quality of the college's services
- to promote the college
- to manage payments and financial records

Who receives personal data and how

Learners' personal data are collected by our administrative staff using enrolment forms. These data may be supplemented where necessary by information from previous education providers, support workers, and government databases.

Where the college is providing education on behalf of a funder, learners' personal data will be shared with the funder in accordance with the law and any agreement between the college and the funder. Please review our funders' privacy notices:

- https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice
- https://guidance.submit-learner-data.service.gov.uk/26-27/ilr/ilrprivacynotice
- https://abingdon-witney.ac.uk/data-protection-privacy-policy

The college shares learners' personal data with the Department for Education, safeguarding agencies, awarding bodies, other education providers, the college's funders, learners' parents/carers, learners' support workers, and law enforcement agencies.

The college does not share learners' personal data with anyone without obtaining consent, unless the law and the college's policies make it necessary to do so.

What personal data the college uses

The table below identifies the categories of learners' personal data the college uses.

Category	Description
Identity	Personal identifying information
Contact	Personal, parent/carer, GP and support worker contact information
Academic	Prior academic records, current academic activities
Financial	Bank details, payment records, tax information, other financial data
Employment	Employment history
Behavioural	Attendance, behavioural incidents
Medical	Health records, special educational needs, access arrangements, accident reports
Safeguarding	Safeguarding concerns, welfare records, safety plans, external support services
Special	Race, ethnicity, health data
Systems	Login details, IP and device data, usage logs, browsing data, access logs
Location	Access logs, attendance, absence reasons, trip logs, security footage
Alumni	Employment outcomes, placement records, networking engagement
Marketing	Marketing consent, communication preferences, event participation
Feedback	Course feedback, complaints, survey data
Compliance	Consent forms, funding eligibility data, health and safety data

The college's lawful basis for using personal data

Data protection law also requires the college to only use personal data if it has a lawful basis to do so. The college carries out educational activities and therefore uses personal data on the lawful basis of a task carried out in the public interest. The college is also subject to legal obligations which operate as an additional, partially overlapping lawful basis for using some personal data.

Personal data which are not necessary for the college's educational activities or legal obligations may also be used by the college, but only if another lawful basis applies. The college may use personal data for optional activities such as marketing or organising trips and events, but only with consent.

The college may also use personal data if it has a legitimate interest in doing so, as long as it identifies the purpose, establishes that it is necessary to use the personal data for that purpose, and takes into account how the use of personal data will affect the person.

The college may process personal data about race, ethnicity or health, but will only do so with explicit consent or if there is a legal requirement to do so.

Security of personal data

The college has measures to protect the confidentiality and security of personal data. These include organisational measures, such as the publication and regular review of a data protection policy, and the appointment of a data protection officer. The college carries out internal data protection training and audits, and has an incident response procedure.

The college also makes use of technical data protection measures, including use of encrypted services and access control systems.

Personal data that are used on the basis of a legal obligation are generally retained for 7 years for audit purposes, unless a more specific retention policy is appropriate. Operational personal data which enable the administration of the college's activities are retained for up to 2 years. Safeguarding concerns about children are retained till the child reaches 25 years of age. Safeguarding allegations relating to adults working with children are retained for 10 years or till the adult concerned reaches retirement age, whichever is longer.

Data subject rights

Data subjects are the people to whom the personal data relate. Data protection law gives rights to data subjects. The college will preserve and uphold these rights. Data subjects wishing to exercise these rights should contact the data protection officer. Some of these rights have limitations which can be discussed with the data protection officer in the event that a data subject wishes to exercise them.

Data subject rights:

- the right to be informed about the use of their personal data
- the right to receive confirmation of whether a data controller is using their personal data, and if so, to receive a copy of their personal data that is being used
- the right to have inaccurate personal data corrected and incomplete personal data completed
- the right to have their personal data deleted
- the right to have the use of their personal data to be restricted
- the right to object to the use of their personal data
- the right to withdraw consent in the case of their personal data being used on the basis of consent
- rights related to automated decision making
- the right to lodge a complaint with the Information Commissioner's Office (ico.org.uk)