

# Declaration, data protection, agreement and privacy statement in full for the Isle of Wight College applications and enrolments

## Declaration

You must agree to this declaration before proceeding with a course enrolment, application or enquiry, or signing up for an account. The Isle of Wight College will be referred to as the IWC from now on within the declaration and agreement.

## Data Protection Statement

The IWC is registered under the Data Protection Act 1998 (DPA) and is working towards full compliance with the General Data Protection Regulation (GDPR, implementation 1<sup>st</sup> May 2018). I understand that data collected by IWC will be used for educational administration, guidance, statistical, research and health and safety purposes. Processing this data will enable the performance of IWC to be monitored and for IWC to operate effectively and plan future provision. The data may be shared with my former school(s) and other educational institutions, Children Services Authorities, Careers Service, DFE (Department for Education), ESFA (Education and Skills Funding Agency) and the local authority. Data will also be sent to Examination Boards and other Awarding Bodies to be processed for the purpose of registration, entry, marking, assessment and the issue of results and certificates. Information may be sent to the above agencies electronically via the Internet. Examination results may be published in the local newspapers. Examination results and destination after leaving IWC may also be shared with my former school(s) and other educational institutions. Data will be held securely and confidentially to comply with funding bodies data retention rules and derived statistical data for the purpose of analysing retention and achievement rates and will be retained until it is deemed no longer relevant. My data will be held securely on educational systems such as E-Tracker and BKSb (skills development) to assist you in your studies. If you wish to discuss data protection further you can contact the Data Protection Officer at IWC.

## Privacy Notice

The personal information you provide is passed to the Chief Executive of ESFA and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the DFES.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

## What You Agree To

I agree to IWC processing personal data contained in this form, or other data, which IWC may obtain from me or other people. I agree to the processing of such data for any purpose connected with my studies, or my health and safety whilst on the premises, or for any other legitimate reason. I confirm that the information I have given is true and accurate to the best of my knowledge. A Learning Agreement will be completed with you once you start, please sign in pen. The student signature is required to enable ESFA funding to be claimed.

Understand the cost of my course, that I am liable for these costs and understand the methods of payment available.

Understand that, in the case of Advanced Learning Loans, IWC reserves the right to recover any losses in fee income if I withdraw from my programme. This may be the balance of the equivalent loan value. Where a loan is yet to be approved, the invoice will be held as a debt against me and by signing here I agree that the fee is my financial liability until the loan is fully approved. If, after eight weeks from the start of your course, IWC still have not had confirmation of loan approval, IWC will review my place on the course and future attendance may be dependent on the agreement of an instalment plan.

Understand IWC accepts no liability for any additional costs I may incur as a result of undertaking this course of study.

Accept that the information, advice and guidance I have received, in relation to my course, adequately covers:

The implications of doing my course • the entry requirements for my course • a check that the course is suitable for my requirements • a check to see whether I require any additional support (practical, tutor or financial)

Accept that the IWC reserves the right to pass my debt to a debt collection agency (this may affect my credit rating and I may incur additional costs).

Accept that this Learning Agreement forms part of the contractual agreement between myself and IWC.

Authorise IWC to provide appropriate information to my parent(s) or guardian(s) (if under 19) or employer or sponsor (if appropriate) on progress and attendance on courses for which I have enrolled or in the event of any cause

I understand that courses may be cancelled or re-scheduled if the required minimum enrolment numbers are not reached and that although information is correct at the time it is given, circumstances can lead to changes.

I understand it is important for IWC to have up-to-date student records and I agree to inform my tutor or relevant staff member if my address, telephone number or other details change.

I undertake to conform to the Regulations of the IWC. If tuition fees are not paid at enrolment, I agree to be invoiced.

I give my consent for IWC to contact other FE or HE Institutions on completion of my course, to confirm my progression route.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the ESFA and their partners to monitor performance, improve quality and plan future provision.

IWC, the ESFA or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you.

I give my consent to IWC to use my image for educational purposes. This could be in printed form as a photograph or student card. No personal contact details will be given.

## **Contact Us**

If you have any questions or comments regarding this declaration, please feel free to contact the Data Protection Officer at IWC.