

## Privacy Notice

### 1. Who are we?

We are the Loughborough Educational Trust (LET). Our address is c/o Loughborough College, Radmoor Road, Loughborough LE11 3BT. You can contact us by post at the above address, by email at [LET@loughcoll.ac.uk](mailto:LET@loughcoll.ac.uk) or by telephone on 01509 618211.

### 2. What is personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

*“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.*

### 3. How we collect your information

We may collect your personal data in a number of ways, for example:

- when you communicate with us by telephone, email, or in writing, for example in order to make enquiries or raise concerns;
- from the information you provide to us when applying for assistance from the LET;
- from third parties, for example from Loughborough College or others who provide information connected with your application.

### 4. The types of information we collect

We may collect the following types of personal data about you:

- your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality
- information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We may also collect other information about the progress of your studies.
- information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive assistance or in order to identify your needs;
- sensitive personal data and information about criminal convictions and offences, including:
  - information concerning your health and medical conditions (e.g. disability and dietary needs);
  - certain criminal convictions (e.g. for students on nursing programs, following completion of an annual declaration of “good character”); and
  - information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

## 5. How we use your information

The purposes for which we may use personal data (including sensitive personal data) include:

- administering financial and non-financial support;
- referring or signposting to other sources of support;
- safeguarding and promoting the welfare of students;
- monitoring equal opportunities;
- meeting our legal reporting obligations (e.g. Government Departments, Awarding Bodies)
- other administrative purposes, including:
  - carrying out research and statistical analysis;
  - carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
  - promoting our services (e.g. providing information about summer schools, student exchanges, or other events happening on and off campus);
  - preventing and detecting crime;
  - dealing with complaints and enquiries.

## 6. The basis for processing your information and how we use it

We may process your personal data because it is necessary for the performance of our legitimate interests or those of a third party. We will balance these legitimate interests against your own interests. In this respect, we may use your personal data for the following:

- to provide you with information about available support and services;
- to process your application to us;
- to provide you with assistance, including assistance via a third party;
- to monitor, evaluate, maintain and improve the performance and effectiveness of the LET;
- to promote equality and diversity;
- to seek advice on our rights and obligations, such as where we require our own legal advice;
- recovering money due to us;
- for fundraising purposes.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- for the prevention and detection of crime;
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.

#### 7. Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, for example when you register with us, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- Loughborough College, other education providers, support services and charities where there is a legitimate reason for their receiving the information, including:
  - third parties who provide education or education support;
  - third parties who provide student accommodation;
  - third parties who provide student support services (e.g. counselling);
  - auditors.
- regulatory bodies (eg Charity Commission);
- government departments and agencies where we have a statutory obligation to provide information;
- crime prevention or detection agencies (e.g. the police);
- parents, guardians, and next-of-kin, but only with your consent

#### 8. International data transfers

We will not transfer information outside of the European Economic Area

#### 9. Changes to your personal data

LET is required to take reasonable steps to ensure that any personal data it processes is accurate and up-to-date. Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details.

#### 10. Individuals Rights

Under data protection legislation, you have the right to request access to information about you that we hold. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- *The right to be informed* - under transparency requirements in the new laws, you are informed about the collection and use of personal data
- *Right of access* – you have the right to request a copy of the information that we hold about you.
- *Right of rectification* - you have a right to correct data that we hold about you that is inaccurate or incomplete.
- *The right to erasure* - in certain circumstances you can ask for the data we hold about you to be erased from our records
- *The right to restrict processing* - where certain conditions apply to have a right to restrict the processing of personal data
- *The right to data portability* - you have the right to have the data we hold about you transferred to another organisation

- *The right to object* - you have the right to object to certain types of processing such as direct marketing
- *Rights in relation to automated decision making and profiling* - you also have the right to be subject to the legal effects of automated processing or profiling

#### 11. Requesting access to your personal data

To make a request for your personal information, contact LET Secretary, Jo Blyth at [LET@loucoll.ac.uk](mailto:LET@loucoll.ac.uk) If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

#### 12. Further information

If you would like to discuss anything in this privacy notice, please contact the LET using the details at the top of the notice.