

Student Data Protection Statement



1. What is Data Protection?

While you are a student at NCT and after you cease to be a student, NCT needs to collect, store, use and disclose certain data about you. We require this information for our normal business purposes, such as services to applicants, current and former students.

When we process data about you, we have to observe the requirements of the Data Protection Act. The Act establishes a framework within which information about living individuals can be legally gathered, stored, used and disseminated. At its core are eight Data Protection Principles which NCT and other organisations must abide by. These specify that personal information must be:

- Processed fairly and lawfully, and only if certain conditions are met.
- Obtained for specified and lawful purposes, and not used for purposes other than those for which it was gathered.
- Adequate, relevant and not excessive.
- Accurate and where necessary kept up to date.
- Kept for no longer than necessary.
- Processed in accordance with individuals' rights.
- Not transferred outside the European Economic Area unless certain conditions are met.

These protections apply to information in electronic form, and to many types of data in paper form. Further information about the Data Protection Act is available from the [Information Commissioner's Office](#), a government agency which monitors compliance with the Act.

NCT is committed to meeting its responsibilities to current and former students under the Data Protection Act and related legislation such as the Human Rights Act. NCT's [Data Protection Policy](#) specifies the steps which NCT is taking to meet its Data Protection obligations, and is binding on all members of the organisation. This statement is designed to highlight the areas of Data Protection



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which are of particular concern to students, and to help students understand how information about them will be used. It applies to all students regardless of age, so if you are under 18, you will be treated in the same way as students who are over 18 for Data Protection purposes.

2. What information does NCT hold about me?

NCT will collect data about you in the course of our dealings with you as a current or former student for example, when you apply, when you enrol, and as you progress through your programme of learning. If you are a current or former student, examples of the data which NCT may hold about you include:

- Your name.
- Your contact details.
- Details of your emergency contacts.
- Your date of birth.
- Your National Insurance number
- Your nationality.
- Your ethnic origin.
- Your academic background and qualifications.
- Your academic record including details of any qualifications which you are awarded.
- Any disabilities or medical information which you have disclosed to us.
- Fee information and sponsorship details.
- Your use of NCT facilities such as the Library.
- Any disciplinary action taken against you.

Data about you will be gathered and held in both digital and paper form. Some of this information (such as your ethnic origin, medical information and information about disabilities) is classed as "sensitive" personal data under the Data Protection Act. This means that it is subject to extra legal protection, and we have to meet an additional set of conditions in order use the data fairly and lawfully. For further information about sensitive personal data, see the Data Protection Policy.

3. How will my data be used?

By commencing or enrolling as a NCT student, you consent to NCT collecting, storing, using and otherwise processing data about you for any purposes connected with your studies, your health and safety and for other legitimate reasons while you are a student. We will also use your data for certain purposes after you cease to be student.

NCT will only use your data fairly and lawfully in accordance with our obligations under the Data Protection Act. This means that we will process your data in a way which respects the Data Protection Principles set down in the Act. Any use by NCT of your data must also be covered by our registration with the Information Commissioner. This is available on the Commissioner's website, and describes in a general way how we process personal data about students and other individuals.



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The Data Protection Act requires us to keep your data secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised disclosure. Only members of staff who need access to relevant parts or all of your data will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access. For further information on data security, see NCT's Data Protection Policy.

Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are a student

- To administer your studies and record academic achievements (e.g. your course choices, examinations and assessments and results).
- To administer financial aspects of your registration as a student (e.g. payment of fees, debt collection).
- To manage organisational facilities, such as computing facilities and the Library.
- To produce management statistics and to conduct research into the effectiveness of our programmes of study.
- To monitor our equal opportunities policies (e.g. compliance with the Race Relations Act).
- To administer employment processes, if you choose to work for NCT.
- For security and disciplinary purposes.
- For internal and external audits, and quality assurance exercises.
- For marketing and alumni relations purposes.

We may also disclose your data to certain outside organisations.

We may use copies of the data (including sensitive personal data) which we hold about you for the purpose of testing our IT systems. If your data is used for system testing, it will be copied to a test environment, where it will be used with data on other students to test changes to our IT systems in a realistic way. This is done to ensure that changes will be effective and will not cause loss or damage to data. The data about you which we hold in our live systems will not be affected. Your data will not be kept in the test environment for longer than is necessary for testing purposes, and data in that environment will not be used for purposes other than testing. We will also apply appropriate security precautions to the data.

4. Who receives my data?

NCT will only disclose information about you with your consent, or where disclosure without your consent is required or permitted by law. This section outlines the major organisations and the most common circumstances in which we disclose data about students. Where this involves the transfer of your data outside the European Economic Area, data will only be transferred if one of the conditions set down in the Data Protection Act has been met (see NCT's Data Protection Policy). Your data may also be sent to different departments within NCT where this is necessary for our day to day administration.



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NCT is usually required to send some of the information which we collect about students to the Learning and Skills Council (LSC) or to the Tyne and Wear Care Alliance (TWCA) where it forms part of the students Individual Learning record (ILR) and Learning Agreement. This requirement applies to most categories of students with the exception of students who are privately funded. The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which they will share information include, the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN).

Other disclosures

Examples of some of the other organisations to which we may disclose information about you include:

- Law enforcement agencies, where necessary for crime prevention or detection.
- Local authorities, for purposes connected with electoral registration, council tax or the investigation of benefit fraud.
- Ofsted and during institutional audits and other quality assessment exercises.
- If you leave NCT owing money to the organisation, we may at our discretion pass this information to a debt collection agency.

5. Feedback

NCT will provide learners with evaluations upon completion of their programme of learning. This is designed to gather learners' views on the quality of the teaching, assessment, support, advice and guidance which they have experienced. This information is used to produce statistics and provide a summary of feedback within the organisation and to funding bodies. It also gathers information to identify if you have asked to be contacted for further information, advice and guidance. If you have asked to be contacted for information and advice about further learning opportunities, your contact details will be given to the Employer Engagement Manager who will contact you to ascertain if NCT can provide further information or advice to you.

6. What are my rights?

You have a number of rights under the Data Protection Act in respect of the information which NCT holds about you, and how we can use that information. These include:

- The right to prevent us from using your data for direct marketing purposes.



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- The right to prevent us from processing your data in a way which causes or is likely to cause you substantial damage or distress. You can do this by serving us with a notice under section 10 of the Data Protection Act. However, we may refuse to accept such a notice in certain circumstances: for example, if doing so would prevent us from processing data which is necessary for our contract with you as a student.
- The right to require us to correct, erase or destroy inaccurate data.
- The right to get access to the data which we hold about you.

For further information on how to exercise these rights, please contact NCT's Administration Team Leader.

7. What are my responsibilities?

NCT will make every reasonable effort to keep your details up to date. However, it is your responsibility to provide us with accurate information about yourself when you apply and when you enrol, and to let us know of any subsequent changes to your details, such as changes to your name or address or changes in employment (NVQ candidates). Where applicable, any information you supply to NCT about your emergency contacts will only be used in an emergency, and will only be disclosed in your immediate health or safety interests. By enrolling, you agree to inform your emergency contacts that their data are being held by NCT for these purposes. It is very important that you notify NCT of any changes to your emergency contacts.

All members of NCT, including students, must abide by NCT's Data Protection Policy and confidentiality procedure when handling personal data for which NCT is responsible.

8. What if I need a reference/confirmation of qualifications?

NCT will only provide details to employers or Higher Education establishments with your consent. Where you have provided the name of a member of staff as a referee, we will assume that this means that you have given your consent for the disclosure of personal information in the form of a reference. You should ensure that any NCT staff whom you wish to cite as referees are aware that they may receive reference requests for you, and have agreed to provide you with a reference. Failure to do so could delay our response to a request, if we need to check that a request is legitimate.

9. What happens after I complete my programme of learning?

After you leave NCT, we will continue to hold data about you in digital and paper form for six years to comply with our funding contractual requirements. By enrolling as a NCT student, you consent to NCT processing data relating to you after you leave NCT for any purposes connected with your studies and your status as a former student, and for other legitimate reasons.

Examples of how we may use your data after you finish your programme of learning include:



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- To provide evidence of your academic achievements when requested to do so: e.g. confirmation of qualifications and references.
- To provide information to regulatory bodies and other agencies to whom we are legally required to supply data.
- To produce management statistics.
- To maintain contact with you as an NCT alumnus/alumna.
- For audit and quality assurance purposes.

We may contact you for a limited range of research purposes after you leave NCT to carry out our own research into your experiences at NCT and after leaving NCT, in order to evaluate the effectiveness of our programmes and improve our services to students. If you do not want to be contacted for these purposes, please notify your tutor or the Administration Team Leader.

10. What if my details change?

If you are a current student, please contact NCT on 0845 058 3788 or notify your tutor of your change of details.

11. Can I get access to my data?

To get access to your data which NCT hold about you, you should submit a subject access request under the Data Protection Act. This involves completing our subject access request form, and sending it to the Administration Team Leader with a £10 fee and proof of ID.

12. Where can I get advice/further information?

The Managing Director is responsible for NCT's compliance with the Data Protection Act, and can provide general advice on Data Protection issues. The Managing Director can be contacted by phone 0845 0583788 or email to: amanda@northerncaetraining.co.uk.

13. Status of this statement

This Statement was approved by NCT's directors on 1st June 2008. It will be reviewed from time to time as necessary.



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