



# **LINCOLN COLLEGE HIGHER EDUCATION**

## **REGISTRATION POLICY**

**2018/19**

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## REGISTRATION

Students are required to retain details of completing the college's registration process, and where applicable the registration process of their programme of study's validating Higher Education Institution, for the whole of the academic session and note that the identification number shown is their unique College student ID number which will be quoted on all college documents. Students are required to register in each academic year that their programme of study runs. Registration should be completed within two weeks of the start of their programme of study. The college is entitled to terminate a student's registration if they fail to complete the process in full, which includes arrangements for tuition fee payment; Disclosure and Barring Service (previously known as Criminal Records Bureau) and medical health clearance where required; verifying their identity, previously attained qualification documents and rights to study in the UK (for overseas students).

In instances where a student has accepted an 'Offer of Place' at the college and subsequently wishes to change the conditions of this offer, for example change the programme of study, mode of study, or tuition fee status, the college reserves the right to refuse such a request.

Students are required, at the scheduled place and time, to produce their passport (or other identification documentation) and original education qualifications and register for their college student ID card which will include a photograph.

If students are supported by Student Finance England, its regional equivalent, or other approved sponsor they must provide full details and verification at registration. Students who are not supported are responsible for the payment of their own fees, which must be paid either annually at registration or in instalments during the academic session as described in the section B of the Fees Policy (available on the college website). Arrangements for the refund of fees are described in section E of the Fees Policy ([https://www.lincolncollege.ac.uk/assets/downloads/Fees\\_Policy\\_2017-18.pdf](https://www.lincolncollege.ac.uk/assets/downloads/Fees_Policy_2017-18.pdf)).

The information given during the college's registration process will be used to register students with a validating or awarding partner institution. The details provided will form the basis of all subsequently produced documentation such as results transcripts and award certificates.

## CHANGES IN PERSONAL DATA

Students must update their address and any other details provided during the registration process as and when they change via email to [lincolnenrolment@lincolncollege.ac.uk](mailto:lincolnenrolment@lincolncollege.ac.uk) or by visiting the enrolment counter in Monks Building at the Lincoln Campus and by emailing [newarkenrolment@lincolncollege.ac.uk](mailto:newarkenrolment@lincolncollege.ac.uk) or by visiting the enrolment counter in Main Building at the Newark Campus.

A change of name must be supported by documentary evidence e.g. marriage certificate, deed poll.

The college will not be liable for any out of date information or incorrect information that has been provided and students will be responsible for any consequences (such as the cost of reissuing

documents or certificates, if the college is able to do so) of not keeping personal information correct and up to date.

## **MATTERS AFFECTING REGISTRATION**

There are a number of instances that may occur during an academic year that may impact temporarily or permanently on a student's registration.

In the event of disciplinary action being taken following concerns regarding attendance, conduct or progress, a student's registration may be suspended or permanently withdrawn. Please refer to the Learner Disciplinary Procedure for full details:

[https://www.lincolncollege.ac.uk/assets/downloads/Student\\_Disciplinary\\_Procedure.pdf](https://www.lincolncollege.ac.uk/assets/downloads/Student_Disciplinary_Procedure.pdf)).

Non-payment of fees will impact on student registration, as stated in the Lincoln College Fees Policy ([https://www.lincolncollege.ac.uk/assets/downloads/Fees\\_Policy\\_2017-18.pdf](https://www.lincolncollege.ac.uk/assets/downloads/Fees_Policy_2017-18.pdf)):

*Students who fail to pay fees, no matter their mode or length of attendance and proposed method of payment, will be charged the amount that the College should have received from Student Finance England/Student Loans Company. Failure to pay fees will initially result in suspension and non-access to the College's IT system followed by withdrawal from the course.*

## **STUDENT DECLARATION**

As part of the annual enrolment process all students must sign the following declaration, alongside a GDPR privacy notice.

I have read the information provided above and I understand that by accepting a place at the College and signing the enrolment documentation, I consent to the College processing my data, including sensitive personal data, for the purposes and in the manner set out.

I declare that the information I have supplied in the enrolment documentation is correct.

I agree to pay all fees as required, acknowledging that such fees relate solely to delivery of the named qualification aim(s).

I understand that if I have declared false information, Lincoln College may take action against me to reclaim any tuition fees and associated costs. I confirm that I meet any eligibility criteria for any entitlement I am claiming.

I understand that the fee will not be refunded either in full or in part, other than in accordance with the Refund Section of the College's Fees Policy, particulars of which are available at the Admissions and Enrolment counter. I also understand that withdrawal by me from the programme before its completion does not exempt me from liability for payment of fees, as stated in the College Fees Policy also.

I understand that prolonged absence without prior arrangement may result in being withdrawn from my course(s).

I agree to inform the Admissions and Enrolment Team of any change of personal information including change of address or name.

I confirm that I have received course information in relation to my programme.

I understand that I may be charged for resits or exam entries in line with the College Fees policy.

See appendix 1 for the GDPR privacy notice.

## **CONDUCT AND MUTUAL EXPECTATIONS**

Lincoln College is committed to providing students with a high quality learning experience that will support and enable them to progress, develop and achieve. In order to achieve and maintain a positive learning environment that is conducive to this experience both staff and students are expected to treat each other with mutual respect and dignity at all times.

Lincoln College will:

- Show respect for all students, staff and visitors to our College
- Provide a safe environment for learning
- Provide a high quality learning experience that encourages independence
- Provide students with a named contact such as a Personal Tutor to support students with their studies and regularly review progress
- Uphold high standards of behaviour to suit an adult environment
- Provide welfare and support services to promote students health and wellbeing
- Make all reasonable adjustments to support students with learning difficulties or disabilities
- Provide appropriate advice and guidance and prepare students for employment or further study
- Promote equal opportunities for all
- Actively seek and respond to students views

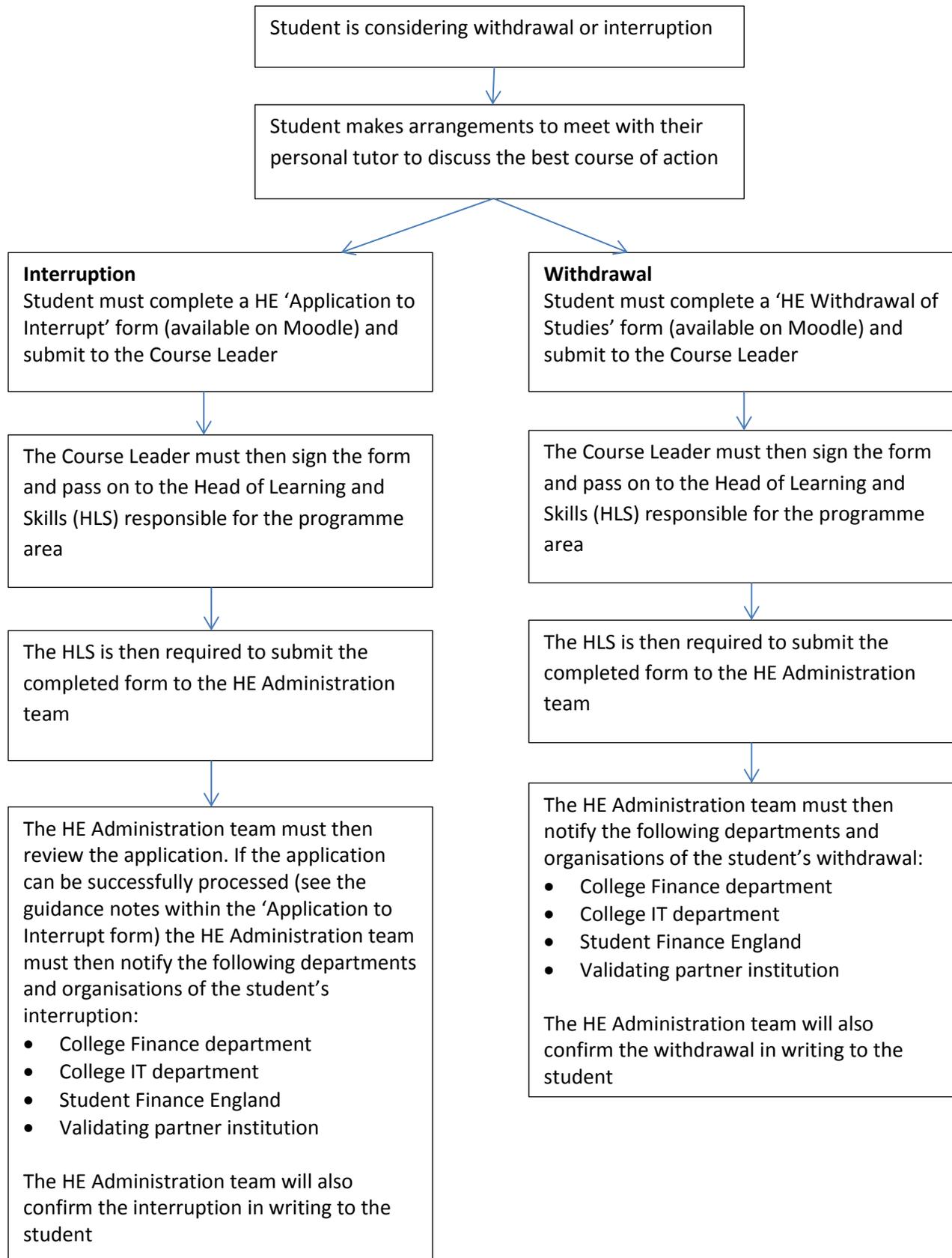
Students are expected to:

- Show respect for all students, staff and visitors to our College
- Attend all classes; be punctual and fully prepared to study
- Inform us promptly of any unavoidable absences
- Accept responsibility for their own learning
- Provide us with the information we need to effectively support their progress
- Take responsibility for your own property and keep your personal belongings safe
- Uphold the rules and regulations of the College

Failure to comply with these requirements may result in the College taking disciplinary action which could lead to the termination of a student's registration or revoking of an award.

## WITHDRAWAL / INTERRUPTION OF STUDY

In the event that a student wishes to withdraw or interrupt their studies, the following procedures must be followed:



Students must understand that if they are not maintaining sufficient attendance to achieve satisfactory academic progress, in line with the minimum attendance requirement outlined in the HE Course Handbook, without notifying their Course Leader, the college reserves the right to withdraw student registration on a programme of study. In this instance students will be sent a 'Continuous unauthorised absence' letter, which requires a response within 10 working days of receipt should a student wish to maintain their registration and active study. Students will be charged for the tuition they have received as per the College Fees Policy (available on the college website).

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## STUDENT GDPR PRIVACY NOTICE

### Introduction

Lincoln College, including its campuses at Newark and Gainsborough runs full-time courses for school leavers 16+, Higher Education courses for students 18+, part-time courses for adults and local business and online courses for adults. The College also offers apprenticeships in many sectors.

This Privacy Notice, published in response to the introduction of the General Data Protection Regulations, which came into effect in May 2018, describes what personal data Lincoln College collects, processes, shares and retains during the application and enrolment processes and during our students' period of study. It applies to full-time students, part-time students, those studying remotely via online courses and apprentices. It also refers to the processing of data in relation to our former students via destinations surveys and our alumni association.

This notice sits within the **College's wider privacy notice**.

### Data we collect

- Student and apprentice personal information (such as name, student number, address, date of birth, national insurance number)
- Student and apprentice contact information (which may include phone number, email and postal address)
- Parent or guardian personal information in relation to students under the age of 18 (name, address, relationship to student)
- Parent or guardian contact details in relation to students under the age of 18 (email address, phone number)
- Next of kin contact details (email address, phone number)
- Educational Information (including qualifications, school details, predicted grades, learning support needs, attendance information – number of absences and reasons and individual achievements)
- Employment history (apprentices), including reference information
- Current employment status and if you are in receipt of benefits
- Protected characteristics (such as sex {legal status}, age, ethnicity, first language, nationality, country of birth and free school meal eligibility)
- Financial information (bank details)
- Information about personal preferences and interests (in relation to programmes of study)
- Information about your entitlement to study in the UK
- Information regarding your household situation, including marital status and household member employment status
- Information about your criminal record (declaration of criminal record)
- Details of your schedule (study hours and working hours) and attendance;
- Details of periods of absence and the reasons for the absence
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- Details of achievement, progress reviews and career plans
- Information you disclose in relation to safeguarding issues
- Information on career destinations after leaving College
- Whether you wish to join our Alumni Association after leaving College

### Why we process this data

Personal data will be used for purposes relating to education, training, employment, general advice services, well-being, safeguarding and research. The College may share non-sensitive personal information about you with other organisations as follows:

Most of the information is passed to Government agencies (including but not limited to the Education and Skills Funding Agency) to meet funding arrangements. Where necessary it is also shared with the Department for Education (DFE). The information is used to enable these Government departments to meet their statutory responsibilities, including legislation relating to the Apprenticeships, Skills, Children and Learning Act 2009.

It is also used, in collaboration with the appropriate organisations, to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

The lawful basis for the College processing the aforementioned personal data is 'legal obligation' and its 'public task' to run its Colleges safely and effectively.

Lincoln College also uses this personal data as follows:

- To process applications, enrolments and contracts
- For the College's own internal records so that it can provide you with a high quality service
- To contact individuals in response to a specific enquiry

- To customise the College's services so they work better for individuals
- To contact individuals about College services, disruption to services courses, deliver important educational key messages, to provide information on courses leading to academic progression and other messages the College deems to be relevant to its students
- To contact individuals for research purposes with the aim of enhancing education, training and its wider services
- We take photographs of all students as part of the enrolment process. These are used to produce student identification cards. Wearing these cards at all times on our campuses at Lincoln, Newark and Gainsborough Colleges is a mandatory safeguarding requirement of students
- We seek consent to take photographs of students for use on the College website, to be shared with the press, or to be used in the production of marketing materials. This consent is gathered explicitly via a consent form which lays out the exact usage of these photographs and the duration for which they are stored on secure College systems.

**At no time will the College assume permission to use information that is provided for anything other than the reasons stated here. Lincoln College will not send marketing messages or materials on non-college matters or marketing material from third parties. It will only send information relating to Lincoln College services, courses, activities and opportunities that are of legitimate interest to students and parents/guardians.**

Lincoln College has identified that it meets a number of lawful basis for processing personal data (as set out in Article 6 of the GDPR). In summary:

- For processing enquiries the lawful basis is legitimate interest
- For communicating with those who have submitted an enquiry i.e. responding to their enquiry, inviting them to related events and sending updates on College activities and opportunities, the lawful basis is legitimate interest
- For processing applications the lawful basis is legitimate interest
- For communicating with those who have submitted applications i.e. informing them of their application progress, inviting them to related events and sending them updates on College activities and opportunities, the lawful basis is legitimate interest
- For processing information relating to enrolment on an individual's programme of study, the lawful basis is legal obligation in relation to information we are required to provide to Government departments by law and public task in relation to information required to ensure we run the College safely and effectively
- For communicating with enrolled students and their named parent/guardian in relation to College closure, disruption of services, personal performance and attendance and information relating to safeguarding and wellbeing the lawful basis is public task
- For communicating with students in relation to important educational messages, work experience and employment opportunities, College updates and courses that provide progression opportunities, the lawful basis is legitimate interest
- To taking photographs for the production of student ID cards the lawful basis is public task to ensure student safety on campus. Consent is not required
- For communicating with enrolled students and their parents/guardians/carers in relation to College activities and progression opportunities, including new courses the lawful basis is legitimate interest
- For taking photographs of students for marketing purposes the lawful basis is consent, which will be explicit. Consent will be gathered before photographs are taken. Consent can be withdrawn and a request for the data to be destroyed can be made via our Data Protection Officer
- For gathering information about the destination of an individual once they have left the College the lawful basis is legitimate interest
- For contacting individuals who have completed a course at the College for the purposes of inviting them to join our Alumni association or to conduct Government agency research, the lawful basis is legitimate interest.

The information provided may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and safeguarding.

This will only take place where the sharing is in compliance with GDPR. Individuals may be contacted after they have completed their programme of learning to establish whether they have entered employment or gone onto further training or education.

Following that initial contact and information gathering exercise, individuals will be offered the opportunity to join the College's alumni. Individuals may be contacted by the European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme. Information may be based on the ESF for this purpose.

#### **For how long does the organisation keep data?**

We keep data related to the application and enrolment of 16 to 18-year old students on our management of information system for six years, in line with government requirements for the aforementioned legal obligation. We are currently required to retain personal data on apprentices and adults studying courses funded via the Government's Adult Education Budget until December 2030 in line with European Social Fund regulations. Data relating to applications and enquiries via our website is also stored on a secure server. This personal data is deleted from our secure server by November 1 of each academic year.

#### **Security**

Lincoln College will hold personal information securely. To prevent unauthorised disclosure or access to personal information, it has strong organisational and technical security safeguards. If information is shared with another organisation (reasons for this are given in the section below) it will ensure an Information Sharing Agreement is in place and that information is transferred securely. The College follows stringent procedures to ensure it processes all personal information in line with the GDPR.

#### **Information Sharing and Disclosure**

Lincoln College does not sell or rent personal information. Information may by necessity be disclosed to appropriate staff members of Lincoln College and to Government bodies (as previously outlined).

Organisations that Lincoln College Group may share personal information with includes:

- Awarding Bodies
- Department for Education
- Education and Skills Funding Agency

- Learner Record Service
- Student Loans Company (where applicable)
- Employers (in relation to apprenticeships, work experience placements and where an employer has funded the course)
- HMRC
- Higher Education Institutions
- Local Authorities
- Ofsted
- Police (where applicable for safeguarding issues)
- Schools
- Social Care (where applicable for safeguarding issues)
- Sub-contractors
- Think Alumni
- UCAS

Information may be shared with third parties if it is in connection with the service being provided to individuals, for example, the College might share information with market research companies contracted to undertake work on its behalf to assess satisfaction with the College's service, or to gather employment destinations once students have finished their course. When the College does this it will always ensure an Information Sharing Agreement is in place.

If, as part of the entry requirements for a course, the College needs to take up a reference or obtain 'disclosure' from the Disclosure and Barring Service, it will inform you beforehand. Parental consent is not required. There may be exceptions in regard to students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

The College has found it beneficial to students' progress if it is able to engage with the parents (or guardian/carer). Therefore, parents' details are recorded on our management of information system. Parents/carers/guardians of further education students (or any other third party) are not automatically entitled to the students' information.

The College can only release information about its students if it has their consent for this recorded on the College management of information system. Students are asked for their consent for sharing information with parents/others when enrolling on its digital portal, or face-to-face at an enrolment event. Students may withdraw their consent at any point by contacting our Data Protection Officer.

We reserve the right to share any personal information we deem necessary with the police and local authorities to ensure the safeguarding of students.

## **Your rights**

### **Accessing Your Own Personal Information:**

Individuals have the right to ask for a copy of any of their personal information held by Lincoln College. They can make a 'subject access request' under the GDPR.

Make a Subject Access Request by emailing our Data Protection Officer

You can also contact the Data Protection Officer with any questions about the College's collection and use of personal data.

### **Requests to delete personal data:**

One of the key principles which underpins the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

Please note, as a current student removal of personal information outlined within this notice, excluding that requiring consent, could jeopardise our ability to continue delivering your course of study.

To make a request please email our Data Protection Officer email [dpo@lincolncollege.ac.uk](mailto:dpo@lincolncollege.ac.uk)

Any requests from individuals to:

- have inaccurate personal data rectified (right to rectification)
- restrict or suppress processing of personal data (right to restrict processing)
- obtain and reuse personal data across different services (right to data portability)
- object to how personal data is used, should be made directly to our Data Protection Officer

