

# **NCIUL Privacy and Data Collection Statement**

**ADM-PDCS-124**

## Contents

<b>Introduction:</b> .....	<b>5</b>
<b>The Data Controller and the designated Data Protection Officer</b> .....	<b>6</b>
<b>What kind of personal data do we collect?</b> .....	<b>6</b>
<b>Student Data:</b> .....	<b>6</b>
<b>Associate Data:</b> .....	<b>7</b>
<b>Supplier Data</b> .....	<b>8</b>
<b>People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:</b> .....	<b>8</b>
<b>Website Users:</b> .....	<b>8</b>
<b>Contractual Requirements:</b> .....	<b>8</b>
<b>How do we collect your personal data?</b> .....	<b>9</b>
<b>Student Data:</b> .....	<b>9</b>
<b>Personal data we receive from other sources:</b> .....	<b>9</b>
<b>Associate Data:</b> .....	<b>9</b>
<b>Supplier Data:</b> .....	<b>10</b>
<b>People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:</b> .....	<b>10</b>
<b>Website Users:</b> .....	<b>11</b>
<b>How do we use your personal data?</b> .....	<b>11</b>
<b>Student Data:</b> .....	<b>11</b>
<b>Associate Data:</b> .....	<b>12</b>
<b>Supplier Data:</b> .....	<b>12</b>
<b>People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:</b> .....	<b>12</b>
<b>Website Users:</b> .....	<b>12</b>
<b>Who do we share your personal data with?</b> .....	<b>13</b>
<b>Student Data:</b> .....	<b>13</b>
<b>Associate Data:</b> .....	<b>13</b>
<b>People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:</b> .....	<b>13</b>
<b>Website Users:</b> .....	<b>13</b>
<b>How do we safeguard your personal data?</b> .....	<b>13</b>

How long do we keep your personal data for? .....	13
How can you access, amend or take back the personal data that you have given to us? .....	14
Right to rectification .....	14
Right to object: .....	14
Right to restrict processing: .....	15
Right to withdraw consent: .....	15
Data Subject Access Requests (DSAR): .....	15
Right to erasure:.....	16
Right of data portability: .....	17
Complaints: .....	17
How do we store and transfer your data internationally? .....	17
Who is responsible for processing your personal data on the NCIUL website? .....	18
Information about our use of cookies .....	18
Your consent.....	18
What is a cookie? .....	18
Key concepts .....	18
First and third-party cookies: .....	18
Third-party cookies: .....	18
Persistent cookies:.....	19
Session cookies: .....	19
How to delete and block our cookies: .....	19
Changing your cookie settings:.....	19
Can I withdraw my consent? .....	19
More information about cookies: .....	20
Google Analytics Opt-Out: .....	21
Our Legal Bases for Processing Your Data: .....	21
Legitimate Interests:.....	21
Candidate Data: .....	21
Associate Data:.....	21
Supplier Data: .....	22
People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts: .....	22
Consent: .....	22

<b>Establishing, Exercising or Defending Legal Claims: .....</b>	<b>23</b>
<b>Marketing Activities: .....</b>	<b>23</b>
<b>Equal Opportunities Monitoring and Other Sensitive Personal Data: .....</b>	<b>24</b>
<b>Establish, Exercise or Defend Legal Claims: .....</b>	<b>24</b>

## **Introduction:**

This Privacy Statement explains what we do with your personal data, whether you are in the process of studying, continuing our relationship with you once we have achieved, providing you with a service, receiving a service from you, using your data to ask for your assistance in relation to one of our Students, or you are visiting our website.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Statement applies to the personal data of our Website Users, Students, Associates, Suppliers, and other people whom we may contact in order to find out more about our Students or whom they indicate is an emergency contact. It also applies to the emergency contacts of our Staff.

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), the company responsible for your personal data is NCIUL.

It is important to point out that we may amend this Privacy Statement from time to time, such as legislature changes applied by the UK after Brexit. Please just visit this page if you want to stay up to date, as we will post any changes here.

If you are dissatisfied with any aspect of our Privacy Statement, you may have legal rights and, where relevant, we have described these as well.

This Privacy Statement applies in relevant countries throughout our international network. Different countries may approach data privacy in slightly different ways. This allows us to ensure that we're complying with all applicable data privacy protections, no matter where you are.

## **The Data Controller and the designated Data Protection Officer**

NCIUL as a corporate body is the Data Controller under the Act, and NCIUL Executive Board is therefore ultimately responsible for implementation. However, the designated Data Controller for each department will deal with day to day matters relating to their department.

NCIUL has designated the Academic Quality Manager as the Data Protection Officer. Any query relating to the implementation within NCIUL of the GDPR 2018 and Data Protection Act 1998 should be referred to them. Subject Access Requests under section 7 of the Act will also be dealt with by the Academic Quality Manager.

All requests and any queries should be sent to:

Data Protection Officer  
7 Skylines Village  
Limeharbour  
London E14 9TS

## **What kind of personal data do we collect?**

### **Student Data:**

To provide the best possible study opportunities that are tailored to you, we need to process certain information about you. We only ask for details that will genuinely help us to help you, such as your name, age, contact details, education details, employment history, emergency contacts, immigration status, financial information and national insurance number (and of course you may choose to share other relevant information with us). Where appropriate and in accordance with local laws and requirements, we may also collect information related to your health, diversity information or details of any criminal convictions.

To the extent that you access our website we will also collect certain data from you, such as in the form of cookies to help your visit to our site as appropriate, details completed online and from questionnaires as appropriate.

Depending on the relevant circumstances and applicable laws and requirements, we may collect some or all of the information listed below to enable us to offer you study opportunities.

- Name;
- Age/date of birth;
- Birth number;
- Sex/gender;
- Photograph;

- Marital status;
- Contact details;
- Education details;
- Employment history;
- Emergency contacts and details of any dependants;
- Referee details;
- Immigration status (whether you need a study visa);
- Nationality/citizenship/place of birth;
- A copy of your driving licence and/or passport/identity card;
- Financial information (for payment of fees);
- National Insurance number (or equivalent in your country) and any other tax-related information;
- Diversity information including racial or ethnic origin, religious or other similar beliefs, and physical or mental health, including disability-related information;
- Information on your interests and needs regarding future employment;
- Extra information that you choose to tell us;
- Extra information that your referees choose to tell us about you i.e. predicated grades;
- IP address;
- The dates, times and frequency with which you access our services; and
- CCTV footage if you attend our premises.
- Please note that the above list of categories of personal data we may collect is not exhaustive.

**Associate Data:**

If you are a NCIUL associate, we need to collect and use information about you, in the course of providing you services or you providing services such as: (i) carrying out the appropriate ID and DBS checks (ii) providing you with payments including appropriate HMRC data (iii) providing you with tutoring work and/or (iv) notifying you of or providing training/updates on content changes published by NCIUL/partners or regulatory bodies which is likely to be relevant and useful to you.

We need to have your contact details to enable us to ensure that our relationship runs smoothly. We also hold information relating to your online engagement with Candidate profiles and other material published by NCIUL, which we use to ensure that our communications to you are relevant and timely. We also hold personal details relevant to your profession, both as a Tutor and vocational details as well as relevant qualifications and certificates. We also need to hold information relating to payment and invoicing and any subsequent financial records as we are required to hold by the HMRC. Also, details of any Disclosure and Barring Service applications and results.

**Supplier Data:**

NCIUL needs a small amount of information from our suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).

**People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:**

All we need from referees is confirmation of what you already know about the individual or prospective member of Staff, so that they can proceed into study or employment. Emergency contact details give us somebody to call on in an emergency. To ask for a reference, NCIUL obviously need the referee's contact details (such as name, email address and telephone number). We'll also need these details if a Student or a member of our Staff has put you down as their emergency contact so that we can contact you in the event of an accident or an emergency.

**Website Users:**

We collect a limited amount of data from our Website Users which we use to help us to improve your experience when using our website and to help us manage the services we provide. This includes information such as how you use our website, the frequency with which you access our website, and the times that our website is most popular.

**Contractual Requirements:**

Several elements of the personal data we collect from you are required to enable us to fulfil our contractual duties to you or to others. Where appropriate, some, for example Students' ID details/numbers, date of birth and any disability information are required to ensure both regulatory and legislative compliance. Other items may simply be needed to ensure that our relationship can run smoothly.

Depending on the type of personal data in question and the grounds on which we may be processing it, should you decline to provide us with such data, we may not be able to fulfil our requirements or, in extreme cases, may not be able to continue with our relationship.



## How do we collect your personal data?

### Student Data:

1. Personal data that you, the Candidate, has given to us;
2. Personal data that we receive from other sources such as referral agencies; and
3. Personal data that we collect automatically.

There are numerous ways you can share your information with us. It all depends on what suits you. These may include

- Entering your details on the NCIUL website or via an application form, as part of the registration process;
- Completing a hard copy application
- Applying for study through an aggregator, which then redirects you to the NCIUL website;
- Entering your personal details into the NCIUL website;

### Personal data we receive from other sources:

We also receive personal data about Students from other sources. Depending on the relevant circumstances and applicable local laws and requirements, these may include personal data received in the following situations:

- Your referees may disclose personal information about you;
- Our Associates may share personal information about you with us;
- We may obtain information about you from third party sources, you have authorised for referral;
- If you 'like' our page on Facebook or 'follow' us on Twitter we will receive your personal information from those sites; and

### Personal data we collect automatically

To the extent that you access our website or read or click on an email from us, where appropriate and in accordance with any local laws and requirements, we may also collect your data automatically or through you providing it to us.

### Associate Data:

There are two main ways in which we collect your personal data:

1. Personal data that we receive directly from you;
2. Personal data that we receive from other sources; and
3. Personal data that we collect automatically.

### Personal data that we receive directly from you

NCIUL and Associates both share the same goal – to make sure that you have the best staff for your organisation. We will receive data directly from you in two ways:

- Where you contact us proactively, usually by phone or email; and/or
- Where we contact you, either by phone or email, or through our staff' business development activities more generally.

### Personal data we receive from other sources

Where appropriate and in accordance with any local laws and requirements, we may seek more information about you or your colleagues from other sources generally by way of due diligence or other intelligence including:

- From third party referral agents and by analysing online and offline media (which we may do ourselves, or employ other organisations to do for us);
- From delegate lists at relevant events; and
- From other limited sources and third parties (for example from our Students to the extent that they provide us with your details to act as a referee for them).

### Personal data we collect via our website:

To the extent that you access our website or read or click on an email from us, where appropriate and in accordance with any local laws and requirements, we may also collect your data automatically or through you providing it to us. For more information please click [here](#).

### **Supplier Data:**

We collect supplier data and appropriate individuals' data during the course of our work with you. This data might include data you have provided during advertising services in the public domain i.e. contact numbers, contact names

To the extent that you access our website or read or click on an email from us, we may also collect certain data automatically or through you providing it to us. For more information please click [here](#).

### **People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:**

We collect your contact details only where a Candidate or a member of our Staff puts you down as their emergency contact or where a Candidate gives them to us for you to serve as a referee.

We will only use the information that our Candidate gives us about you for the following purposes:

- If our Students or Staff members put you down on our form as an emergency contact, we'll contact you in the case of an accident or emergency affecting them; or
- If you were put down by our Candidate or a prospective member of Staff as a referee, we will contact you in order to take up a reference. This is an important part of our Candidate quality assurance process and could be the difference between the individual getting a job or not.

We may use your personal data for these purposes if we deem this to be necessary for our legitimate interests.

If you are not happy about this, you have the right to object and can find out more about how to do so here.

### **Website Users:**

We collect your data automatically via cookies when you visit our website, in line with cookie settings in your browser. If you would like to find out more about cookies, including how we use them and what choices are available to you, please see the section on the website and cookies.

When you visit our website, there is certain information that we may automatically collect, whether or not you decide to use our services. This includes your IP address, the date and the times and frequency with which you access the website and the way you browse its content. We will also collect data from you when you contact us via the website, for example by using the chat function.

We collect your data automatically via cookies, in line with cookie settings in your browser. If you are also a Student or Associate of NCIUL, we may use data from your use of our websites to enhance other aspects of our communications with or service to you.

### **How do we use your personal data?**

#### **Student Data:**

The main reason for using your personal details is to help you enrol in studies and continue studies with us. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service. Where appropriate and in accordance with local laws and requirements, we may also use your personal data to inform you of further progression and study opportunities, profiling and diversity monitoring. Where appropriate, we will seek your consent to undertake some of these activities. We also require your data to complete statistical analysis of achievement and progression, and where your data is used for such purposes, the end data will be anonymised

**Associate Data:**

The main reason for using information about Associates is to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. This may involve: (i) carrying out the appropriate ID and DBS checks (ii) providing you with payments including appropriate HMRC data (iii) providing you with tutoring work and/or (iv) notifying you of or providing training/updates on content changes published by NCIUL/partners or regulatory bodies which is likely to be relevant and useful to you.

**Supplier Data:**

The main reasons for using your personal data are to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly, and to comply with legal requirements as well as any payment details for NCIUL to pay for goods or services.

- To store (and update when necessary) your details on our database, so that we can contact you in relation to our agreements;
- To offer services to you or to obtain support and services from you;
- To perform certain legal obligations;
- To help us to target appropriate marketing campaigns; and
- In more unusual circumstances, to help us to establish, exercise or defend legal claims.

We may use your personal data for these purposes if we deem this to be necessary for our legitimate interests

**People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:**

We use referees' personal data for student enrolment and predicted grade information. If we are able to verify a student's details and qualifications, we can make sure that they are well matched and suitable for courses as well as complying with regulatory and partnership requirements e.g. In partnership with the Open University. We use the personal details of a Students or Staff member's emergency contacts in the case of an accident or emergency affecting that Students or member of Staff.

**Website Users:**

We collect a limited amount of data from our Website Users which we use to help us to improve your experience when using our website and to help us manage the services we provide. This includes information such as how you use our website, the

frequency with which you access our website, and the times that our website is most popular.

If you would like to find out more about cookies, including how we use them and what choices are available to you, please see the cookies section.

Please note that communications to and from NCIUL' Staff including emails may be reviewed as part of internal or external investigations as part of regulatory or legislator requirements as detailed in our policies.

### **Who do we share your personal data with?**

#### **Student Data:**

We may share your personal data with various parties involved in the delivery of your course. These may include awarding organisations, partnerships such as with the Open University and other such regulatory bodies

#### **Associate Data:**

Unless you specify otherwise, we may share your information with any of our staff and associated third parties such as our service providers and organisations to whom we provide services.

#### **People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:**

We do not share your information with any third parties unless previously agreed by you. We use your details only for the purposes of referee or emergency contact.

#### **Website Users:**

Unless you specify otherwise, we may share your information with providers of web analytics services, marketing automation platforms and social media services to make sure any information and advertising you receive is targeted to you.

### **How do we safeguard your personal data?**

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of, your personal data. These include the use of encrypted servers, secured platforms, password protected terminals and secured areas.

### **How long do we keep your personal data for?**

If we have not had meaningful contact with you (or, where appropriate, the company you are working for or with) for a period of two years, we will delete your additional personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it (for example, because of our obligations the HMRC or Awarding Organisation). In these instances, the data will be used only for

the regulatory or legal purpose of certification, accounting and tax requirements as an organisation.

### **How can you access, amend or take back the personal data that you have given to us?**

One of the GDPR's main objectives is to protect and clarify the rights of EU citizens and individuals in the EU with regards to data privacy. This means that you retain various rights in respect of your data, even once you have given it to us. These are described in more detail below.

Even if NCIUL already holds your personal data, you still have various rights in relation to it. You have the right to request information that we hold to be removed or deleted if not required for the legitimate business interest of NCIUL. NCIUL counts the use of data for certification of qualification/s and payment information as a legitimate business use and as such is required by our partnership arrangements with awarding organisations or for use with the HMRC and financial accounting purposes. We may also hold your data for other regulatory purposes as required under official bodies. To get in touch about these requirements and the data we hold on you, please contact us. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of any applicable laws. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

If we have shared your personal data with third parties, we will notify them about the restricted processing unless this is impossible or involves disproportionate effort. We will, of course, notify you before lifting any restriction on processing your personal data.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the period for which we hold your data.

#### **Right to rectification:**

You also have the right to request that we rectify any inaccurate or incomplete personal data that we hold about you. If we have shared this personal data with third parties, we will notify them about the rectification unless this is impossible or involves disproportionate effort. Where appropriate, we will also tell you which third parties we have disclosed the inaccurate or incomplete personal data to. Where we think that it is reasonable for us not to comply with your request, we will explain our reasons for this decision.

#### **Right to object:**

If we are using your data because we deem it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. We will respond to your

request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain regulatory of legislative conditions apply.

### **Right to restrict processing:**

You have the right to request that we restrict our processing of your personal data in certain circumstances. This means that we can only continue to store your data and will not be able to carry out any further processing activities with it until either: (i) one of the circumstances listed below is resolved; (ii) you consent; or (iii) further processing is necessary for either the establishment, exercise or defence of legal claims, the protection of the rights of another individual, or reasons of important EU or Member State public interest.

The circumstances in which you are entitled to request that we restrict the processing of your personal data are:

- Where you dispute the accuracy of the personal data that we are processing about you. In this case, our processing of your personal data will be restricted for the period during which the accuracy of the data is verified;
- Where you object to our processing of your personal data for our legitimate interests. Here, you can request that the data be restricted while we verify our grounds for processing your personal data;
- Where our processing of your data is unlawful, but you would prefer us to restrict our processing of it rather than erasing it; and
- Where we have no further need to process your personal data but you require the data to establish, exercise, or defend legal claims.

### **Right to withdraw consent:**

Where we have obtained your consent to process your personal data for certain activities (for example, for profiling your suitability for certain progression studies or placements), or consent to market to you, you may withdraw your consent at any time and we will cease to carry out the particular activity that you previously consented to unless we consider that there is an alternative reason to justify our continued processing of your data for this purpose in which case we will inform you of this condition.

### **Data Subject Access Requests (DSAR):**

You have the right to ask us to confirm what information we hold about you at any time, and you may ask us to modify, update or delete such information. At this point we may comply with your request or, additionally do one of the following:

- we will ask you to verify your identity, or ask for more information about your request; and

- Where we are legally obliged to do so, we may decline your request, but we will explain why if we do so.

If we provide you with access to the information we hold about you, we will not charge you for this unless your request is "manifestly unfounded or excessive". If you request further copies of this information from us, we may charge you a reasonable administrative cost where legally permissible. Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will always tell you the reasons for doing so.

### **Right to erasure:**

In certain situations (for example, where we have processed your data unlawfully), you have the right to request us to "erase" your personal data. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases) and will only disagree with you if certain limited conditions apply. If we do agree to your request, we will delete your data but will generally assume that you would prefer us to keep a note of your name on our register of individuals who would prefer not to be contacted. We will then minimise the chances of you being contacted in the future where your data are collected in unconnected circumstances. If you would prefer us not to do this, you are free to say so.

You have the right to request that we erase your personal data in certain circumstances. Normally, the information must meet one of the following criteria:

- the data is no longer necessary for the purpose for which we originally collected and/or processed them;
- where previously given, you have withdrawn your consent to us processing your data, and there is no other valid reason for us to continue processing;
- the data has been processed unlawfully (i.e. In a manner which does not comply with the GDPR);
- it is necessary for the data to be erased in order for us to comply with our legal obligations as a data controller; or
- If we process the data because we believe it necessary to do so for our legitimate interests, you object to the processing and we are unable to demonstrate overriding legitimate grounds for our continued processing.

Please note that in certain jurisdictions in which we operate, we comply with additional local law requirements regarding data subject right to erasure and may refuse your request in accordance with local laws. For more information in relation to your jurisdiction, please click [here](#).

<https://www.gov.uk/data-protection>

We would only be entitled to refuse to comply with your request for one of the following reasons:



- to exercise the right of freedom of expression and information;
- to comply with legal obligations or for the performance of a public interest task or exercise of official authority;
- for public health reasons in the public interest;
- for archival, research or statistical purposes; or
- To exercise or defend a legal claim.

When complying with a valid request for the erasure of data we will take all reasonably practicable steps to delete the relevant data.

### **Right of data portability:**

If you wish, you have the right to transfer your data from us to another data controller. NCIUL will comply with this – either by directly transferring your data for you, or by providing you with a copy in a commonly used machine-readable format.

### **Complaints:**

You have the right to lodge a complaint with a supervisory authority should we not be able to satisfactorily deal with your issue: You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

ICO helpline Telephone: 0303 123 1113

If your interests or requirements change, you can unsubscribe from part or all of our marketing content by clicking the unsubscribe link in the email, or by updating your preferences through our preference centre on the NCIUL website.

Please note that in certain of the jurisdictions in which we operate, we comply with additional local law requirements regarding data subject right to erasure and may refuse your request in accordance with local laws.

We would only be entitled to refuse to comply with your request for one of the following reasons:

- to exercise the right of freedom of expression and information;
- to comply with legal obligations or for the performance of a public interest task or exercise of official authority;
- for public health reasons in the public interest;
- for archival, research or statistical purposes; or
- To exercise or defend a legal claim.

When complying with a valid request for the erasure of data we will take all reasonably practicable steps to delete the relevant data.

### **How do we store and transfer your data internationally?**

NCIUL is a global organisation – this is what enables us to offer the level of services that we do. In order for us to continue operating in this way, we may have to transfer or store your data internationally within the European Union.

For more information on the steps we take when we transfer and store your data internationally, please contact us

### **Who is responsible for processing your personal data on the NCIUL website?**

NCIUL controls the processing of personal data on its website(s).

If you've got any further questions, or want further details, please contact us.

### **Information about our use of cookies**

Our Website uses cookies to distinguish you from other users of our Web site. This helps us to provide you with a good experience when you browse our Web site and also allows us to improve our site.

This Statement provides you with clear and comprehensive information about the cookies we use and the purposes for using cookies.

### **Your consent**

By continuing to use our Web site, you are agreeing to our placing cookies on your computer in order to analyse the way you use our Web site. Please read this cookie Statement carefully for more details about the information we collect when you use this site.

If you do not wish to accept cookies in connection with your use of this Web site, you must stop using our site.

### **What is a cookie?**

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

### **Key concepts**

**First and third-party cookies:** whether a cookie is 'first' or 'third' party refers to the domain placing the cookie. First-party cookies are those set by a Web site that is being visited by the user at the time (e.g. cookies placed by [www.dlapiperdataprotection.com](http://www.dlapiperdataprotection.com)).

**Third-party cookies:** are cookies that are set by a domain other than that of the Web site being visited by the user. If a user visits a Web site and another entity sets a cookie through that Web site this would be a third-party cookie.

**Persistent cookies:** these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the Web site that created that particular cookie.

**Session cookies:** these cookies allow Web site operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

### **How to delete and block our cookies:**

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

### **Changing your cookie settings:**

Please note that internet browsers allow you to change your cookie settings. These settings are usually found in the 'options' or 'preferences' menu of your internet browser. In order to understand these settings, the following links may be helpful. Otherwise you should use the 'Help' option in your internet browser for more details.

- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Firefox](#)
- [Cookie settings in Chrome](#)
- [Cookie settings in Safari](#)

### **Can I withdraw my consent?**

If you wish to withdraw your consent at any time, you will need to delete your cookies using your internet browser settings.

For further information about deleting or blocking cookies, please visit: <http://www.aboutcookies.org/Default.aspx?Page=2>.

What cookies do we use and why?

The cookies used on our site are categorised as follows:

- Strictly necessary
- Performance
- Functionality

Strictly necessary

'Strictly necessary' cookies let you move around the Web site and use essential features like secure areas. Without these cookies, services you have asked for

cannot be provided. Please note that these cookies do not gather any information about you that could be used for marketing or remembering where you've been on the internet.

We use these strictly necessary cookies to:

- Enable you to filter subject matter by topic or module

Accepting these cookies is a condition of using the Website, so if you prevent these cookies we can't guarantee your use of our Web site or how the security on our Web site will perform during your visit.

Performance:

'Performance' cookies collect information about how you use our Website e.g. which pages you visit, and if you experience any errors. These cookies do not collect any information that could identify you and is only used to help us improve how our Web site works, understand what interests our users and measure how effective our content is.

We use performance cookies to:

- Web Analytics: Provide anonymous statistics on how our Web site is used

Some of our performance cookies are managed for us by third parties. However, we don't allow the third party to use the cookies for any purpose other than those listed above.

By using our site, you accept the use of 'Performance' cookies. Accepting these cookies is a condition of using the Web site, so if you prevent them we cannot guarantee how our site will perform for you.

Functionality

'Functionality' cookies are used to provide services or to remember settings to improve your visit. These cookies are only placed on your hard drive if the related functionality is used.

We use functionality cookies to:

- Store preference to hide cookie notice on subsequent visits

### **More information about cookies:**

Information about cookies

Useful information about cookies can be found at: <http://www.allaboutcookies.org>

Internet Advertising Bureau

A guide to behavioural advertising and online privacy has been produced by the internet advertising industry which can be found at: <http://www.youronlinechoices.eu>

International Chamber of Commerce United Kingdom

Information on the ICC (UK) UK cookie guide can be found on the ICC Web site section:

<http://www.international-chamber.co.uk/our-expertise/digitaleconomy>

### **Google Analytics Opt-Out:**

Google have developed the Google Analytics opt-out Browser add-on for the Google Analytics JavaScript (ga.js, analytics.js, dc.js).

If you want to opt-out of Google Analytics, you can download and install the add-on for your web browser. For more information, click here:

<https://tools.google.com/dlpage/gaoptout?hl=en>

\* For more information, see Google's help pages and privacy Statement:

- [Google's Privacy Statement](#)
- [Google Analytics Help pages](#)

### **Our Legal Bases for Processing Your Data:**

#### **Legitimate Interests:**

Article 6(1)(f) of the GDPR says that NCIUL can process your data where it "is necessary for the purposes of the legitimate interests pursued by NCIUL or by a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of [you] which require protection of personal data."

#### **Candidate Data:**

When enrolling with NCIUL you are agreeing that you are happy for us to collect and otherwise use your personal data to provide study and placement services to you, share that information with partner organisations. We may need to confirm your references, qualifications and other details, to the extent that this is appropriate and in accordance with local laws and regulatory requirements for Student enrolment. NCIUL needs to do these things so that it can function as a education institution, and to help you and other Students progress in your study and future employment.

NCIUL has to make sure the Institution runs smoothly, so that it can carry on providing services to Students. We therefore also need to use your data for our internal administrative activities, such as enrolment, engagement and feedback.

NCIUL has obligations under the law, which we have to insist on meeting! We may therefore share your data in connection with crime prevention, tax affairs or partner organisations involved in your study.

#### **Associate Data:**

To ensure that we work with you to provide the best service possible, we store your personal data as well as keeping records of our conversations, meetings, CV and past vocational experience as well as banking details for payment. From time to time, NCIUL may also ask you to undertake a staff satisfaction survey. We deem these uses of your data to be necessary for our legitimate interests as an organisation. We are also required to pass this information on to our partner organisations who validate the qualifications we provide.

### **Supplier Data:**

We use and store the personal data of individuals within your organisation in order to facilitate the receipt of services from you as one of our Suppliers. We also hold your financial details, so that we can pay you for services. We deem all such activities to be necessary within the range of our legitimate interests as a recipient of your services or goods.

### **People Whose Data We Receive from Students and Staff, Such as Referees and Emergency Contacts:**

If you have been put down by a Student or a prospective member of Staff as one of their referees, we use your personal data in order to contact you for a reference. This is a part of our quality assurance procedure and NCIUL deem this to be necessary for our legitimate interests as an organisation offering Student services and employing people ourselves.

If a Student or Staff member has given us your details as an emergency contact, we will use these details to contact you in the case of an accident or emergency. We are sure you will agree that this is a vital element of our people-orientated organisation, and so is necessary for our legitimate interests.

### **Consent:**

In certain circumstances, we are required to obtain your consent to the processing of your personal data in relation to certain activities. Depending on exactly what we are doing with your information, this consent will be opt-in consent or soft opt-in consent.

Article 4(11) of the GDPR states that (opt-in) consent is "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her." In plain language, this means that:

- you have to give us your consent freely, without us putting you under any type of pressure;
- you have to know what you are consenting to – so we'll make sure we give you enough information;

- you should have control over which processing activities you consent to and which you don't.
- you need to take positive and affirmative action in giving us your consent

We will keep records of the consents that you have given in this way.

As mentioned above, you have the right to withdraw your consent to these activities. You can do so at any time, and details of how to do so can be found here.

### **Establishing, Exercising or Defending Legal Claims:**

Sometimes it may be necessary for NCIUL to process personal data and, where appropriate and in accordance with local laws and requirements, sensitive personal data in connection with exercising or defending legal claims. Article 9(2) (f) of the GDPR allows this where the processing "is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity".

This may arise for example where we need to take legal advice in relation to legal proceedings or are required by law to preserve or disclose certain information as part of the legal process.

### **Marketing Activities:**

NCIUL may periodically send you information that we think you may find interesting, or to ask for your help with connecting other Students or individuals. NCIUL may wish to use your data for the purposes listed below, where appropriate and in accordance with any local laws and requirements. Please note that this list is not exhaustive. To:

- enable us to develop and inform you of other products and services;
- display promotional excerpts from your details on NCIUL' website(s) as a success story (only where we have obtained your express consent to do so); and

We need your consent for some aspects of these activities which are not covered by our legitimate interests (in particular, the collection of data via cookies, and the delivery of direct information to you through digital channels) and, depending on the situation, we'll ask for this via an opt-in or soft-opt-in (which is explained further below).

Soft opt-in consent is a specific type of consent which applies where you have previously engaged with us (for example by submitting a job application or CV, or studying), and we are marketing other study-related services. Under 'soft opt-in' consent, we will take your consent as given unless or until you opt out. For most people, this is beneficial as it allows us to suggest other opportunities to you. For other types of e-marketing, we are required to obtain your explicit consent.

If you are not happy about the NCIUL approach to marketing and communication, you have the right to withdraw your consent at any time and can find out more about how to do so by contacting us.

**Equal Opportunities Monitoring and Other Sensitive Personal Data:**

NCIUL is committed to ensuring that our student and recruitment processes are aligned with our approach to equal opportunities. Some of the data we may (in appropriate circumstances and in accordance with local law and requirements) collect about you comes under the need to record "diversity information". This could be information about your ethnic background, gender, disability, age, sexual orientation, religion or other similar beliefs, and/or social-economic background. Where appropriate, NCIUL will use this information on an anonymised basis to monitor our compliance with our Equality Policy. We may also disclose this (suitably anonymised where relevant) data to partners where this is contractually required, or the partner specifically requests such information to enable them to comply with their own regulatory requirements.

This information is what is called 'sensitive' personal information and slightly stricter data protection rules apply to it. We therefore need to obtain your explicit consent before we can use it. We'll ask for your consent by offering you an opt-in. This means that you have to explicitly and clearly tell us that you agree to us collecting and using this information.

We may collect other sensitive personal data about you, such as health-related information, religious affiliation, or details of any criminal convictions if this is appropriate in accordance with local laws and is required for a role that you are interested in applying for. We will never do this without your explicit consent.

If you are not happy about this, you have the right to withdraw your consent at any time, although as an example, for the purpose of recruitment, this may prohibit you from a role i.e. where the role requires a current DBS check.

**Establish, Exercise or Defend Legal Claims:**

In more unusual circumstances, we may use your personal data to help us to establish, exercise or defend legal claims.



<b>Name of policy or procedure:</b>	Data Privacy Statement
<b>Document owner:</b>	Data Protection Officer
<b>Created:</b>	03/2018
<b>Last reviewed:</b>	3/2019
<b>Responsibility for review:</b>	Coordinator Equality and Diversity Committee
<b>Date of next review:</b>	10/2019
<b>Related documents:</b>	Data Protection Policy Whistle-blowing policy
Approved by:	HR Office April 2017
<b>Equality impact Assessment undertaken:</b>	29/03/18
<b>Version</b>	
V2.2	Logo updates and minor amendments