

Annex A: Students

We collect many types of information about you. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity and we strongly recommend that you consult this.

Categories of personal data we collect about students and why we collect it

The sorts of personal data we collect about you include:

- Your application to study at TEDI-London, in order to process your application.
- Your contact details and emergency contact details, to enable us to contact those close to you in the event of an emergency.
- Once you have commenced studies with us, your dates of attendance, course of study, examination results and photograph, disciplinary or grievance matters concerning you, to enable us to provide your course, accommodation, and related services, to take into account your needs when providing these services, to operate our facilities, to provide you with a reference and to ensure proper standards of behaviour are upheld.
- Your contractual terms and conditions, financial and accommodation information, to make decisions about financial support and determine your ability to pay fees
- Decisions you make in relation to your course e.g. optional modules.
- Your ethnicity, health, religion or philosophical beliefs and/or sexuality, to ensure TEDI-London is accessible to people of all backgrounds.
- Your entitlement to study in the UK.
- Degree ceremonies including attendance, catering requirements and names of any guests.

Sources of your personal data

Most data is generated by us or obtained from you. We may also obtain data from your school or other previous educational institution, referees or, in the case of information about your health or any disabilities, from medical professionals. Information relating to your fee status may be obtained from your parents, sponsors, guarantors and/or student loan provider.

The legal basis on which we process your data

Our contract with you

The processing of your personal data by TEDI-London will frequently be necessary for the performance of our contract with you once you have accepted an offer of a place to study, or prior to entering into such a contract with you. This includes financial information, your academic record, accommodation information, records of entitlement to study in the UK, library records, records of your decisions and application information.

Legitimate interests

TEDI-London has legitimate interests in:

- assessing whether applicants would be suited to studying at TEDI-London;
- ensuring that students can meet the costs of their course and living expenses;
- being able to take account of relevant circumstances when providing your course; and

- being able to take account of relevant circumstances when making decisions about financial support, awards and prizes in the interests of students.
- In some cases TEDI-London may need to process your data to protect the legitimate interests of others, as well as or instead of in its own interest.

Compliance with a legal obligation

In some cases TEDI-London will be obliged to process your data in order to comply with a legal obligation. For example, we must comply with immigration law requirements, and with legislation relating to equality.

Performance of tasks in the public interest

TEDI-London has a substantial public interest in processing special category data. Such interests include preventing a breach of obligations under various laws including health and safety laws and to ensure compliance with TEDI-London's statutory and legal obligations.

Your consent

Your personal data will only appear in marketing or outreach materials if you consent to this. Participation in any parent/guardian alert system will also be based upon your consent.

Additional information including processing of data relating to criminal convictions

TEDI-London will hold information about criminal convictions or allegations where incidents are alleged to have occurred on our property, or involved members of, or visitors to, TEDI-London. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Who we share your data with

We will only share your data with third parties if we are allowed or required to do so by law. Examples of instances in which we will share student data are:

- where we are required to report information about students that are subject to visa controls to UK Visas and Immigration;
- where we decide to report alleged criminal misconduct to the police.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Some records e.g. information about students' fee status, confirmation of your entitlement to study in the UK and debt records will be retained for 6 years after the end of the academic year when you cease to be a registered student. Other types of information may only be held for six months or a year following the conclusion of the academic year in which it is last used or provided.

Certain information, e.g. records of your student status, dates of attendance, course of study, criminal records and records of life at TEDI-London, will be retained permanently. Other information will be retained indefinitely but deleted from TEDI-London's 'live' systems. We recommend that you consult TEDI-London's ROPAs for details regarding the retention period for specific categories of data.

Annex B: Staff

We collect many types of information about you. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity (ROPA) and we strongly recommend that you consult this.

For the avoidance of doubt, reference to 'staff' includes reference to employees, office holders, workers (including casual workers), independent contractors and agency workers.

Categories of personal data we collect about you and why we collect it

The sorts of personal data we collect about you include records of or information about:

- Recruitment records including your application, your right to work in the UK, our decisions about your application, Disclosure and Barring Service records, and equality monitoring data for equality and diversity monitoring purposes, disability details to enable us to make appropriate adjustments and bank details.
- Appointment details including role and contract details, to record the terms under which you are engaged.
- Employment records e.g. bank details, pension and benefits details, emergency contact details, information about disciplinary proceedings and grievances, absence and sickness records, development and promotion records, details of appraisals, references and end of employment records, in accordance with our duties as your employer.
- Details of awards and achievements obtained externally from TEDI-London, received by staff prior to and during the course of their employment at TEDI-London.

Sources of your personal data

Most data is generated by us or obtained from you. We may also obtain data from your referees.

The legal basis on which we process your data

Our contract with you

The processing of your personal data by TEDI-London will frequently be necessary for the performance of our contract with you or prior to entering into a contract with you. This includes appointment details, pension and benefit scheme membership information, absence records and information about development and progression.

Legitimate interests

In some cases TEDI-London may need to process your data for TEDI-London's or someone else's legitimate interests, except where this is overridden by your data protection rights and freedoms.

TEDI-London has a number of legitimate interests, for example in maintaining a record of its recruitment activities including recording key information about employment obligations.

In some cases TEDI-London may need to process your data to protect the legitimate interests of others, including you, as well as or instead of in its own interest. For example, TEDI-London and its staff have a legitimate interest in the proper investigation and handling of complaints, disputes and grievances.

Compliance with a legal obligation

In some cases TEDI-London must process your data in order to comply with a legal obligation. For example, TEDI-London must comply with employment, equality and safeguarding law.

Performance of tasks in the public interest

TEDI-London is entitled to process special category data in order to carry out its obligations in the field of employment and/or social security or protection and in line with legislation.

TEDI-London has a substantial public interest in processing special category data and which is necessary, e.g. for equality law purposes. Such interests include preventing a breach of obligations under various laws including health and safety laws and to ensure compliance with TEDI-London's statutory and legal obligations.

Additional information including processing of data relating to criminal convictions

TEDI-London will hold information about criminal convictions or allegations where incidents are alleged to have occurred on our property, or involved members of, or visitors to, TEDI-London. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Who we share your data with

We will only share your data with third parties if we are allowed or required to do so by law.

Examples of instances in which we will share your data are:

- where we are required to report information about staff and office holders that are subject to visa controls, to UK Visas and Immigration and/or the Home Office;
- where we are required to provide information to the UK Disclosure and Barring Service;
- where we are required to submit data for the Research Excellence Framework or similar assessment mechanisms; and
- where we need to provide information to specialist third parties such as medical professionals or external legal/HR advisors.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Disclosure and Barring service data is only held for 6 months after the point at which we decide to appoint you to a position. Many types of information will be retained for seven years following the termination of your employment, after which a skeleton record only will be held. Other information may be retained indefinitely but only in an anonymised format.

We recommend that you consult TEDI-London ROPA for details regarding the retention period for specific categories of data.