Engineering College of Technology.

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

ECT Student Privacy Notice

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

Contents

1.0 Introduction 3
2.0 Why we Collect your personal information 3
3.0 Lawful Basis Of Processing Information 3
4.0 What Information we collect and where from 4
4.1 Special Category Data 5
5.0 How Long we Keep Information For 5
6.0 Security of personal information 5
7.0 Children's information 6
8.0 Your individual rights 6
9.0 Consent 7
10.0 Failure To Provide Personal Information 7
11.0 Cookies 7
12.0 Automated Decision Making 7
13.0 Transfers To Third Parties 8
14.0 Transfers Outside Of The UK 8
15.0 Right to complaint 9
17.0 Additional information AND DATA PROTECTION OFFICER 9
18.0 Policy Review and Amendments 9

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

1.0 INTRODUCTION

We, Engineering College of Technology, take the protection of your personal data very seriously and strictly adhere to the rules laid out by data protection laws and the General Data Protection Regulation (GDPR-EU and GDPR-UK).

This privacy notice gives you information on how we collect and process your personal data through your use of this site and any data you may provide if you contact us regarding our services.

We have appointed a data protection officer (DPO) who is responsible for monitoring and providing guidance with our GDPR status. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO/us using the contact information in section 15 of this privacy notice.

2.0 WHY WE COLLECT YOUR PERSONAL INFORMATION

We collect your personal data for one of the following purposes:

- To process your application, enrolment and ongoing participation as a student at ECT
- To manage our contractual relationship with you and to deliver educational services in line with our agreement with you
- To communicate with you about your studies, enrolment, assessments, support services and other matters related to your student journey
- To provide academic, pastoral and admin support where required
- To manage fees, invoicing and payments where applicable
- To maintain the security and efficient operation of our systems and website, including monitoring performance and investigating technical issues
- To record, investigate and manage complaints, incidents or concerns, including safeguarding-related matters where necessary
- To comply with our legal, regulatory and reporting obligations
- Where permitted, to send you information about ECT services, events or opportunities related to your studies
- To provide you with information you have requested or which we feel may be of interest to you

3.0 LAWFUL BASIS OF PROCESSING INFORMATION

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- The data subject (you) has given consent to the processing activity taking place.
- If the processing is necessary for the performance of a contract
- If the processing is necessary for compliance with a legal obligation to which the controller is subject
- If the processing in necessary for the purpose of the legitimate interest pursed by us or our partners.

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

Where legitimate interest is identified as a lawful basis, we will undertake a legitimate interest assessment which is a three-part test covering:

The purpose test – to identify the legitimate interest

Necessity test – to consider if the processing is necessary for the purpose identified

Balancing test – considering the individual's interests, rights or freedoms and whether these override the legitimate interests identified.

The legitimate interests identified are for processing, administering and management of your application (as well as ongoing participation as a student at ECT), to communicate with you about your studies, enrolment, assessments, support services and other matters related to your student journey, to provide academic, pastoral and admin support where required, maintain the security and efficient operation of our systems and website, including monitoring performance and investigating technical issues. It may also be to send you information about ECT services, events or opportunities related to your studies or providing you with information you have requested of which we feel might be of interest to you.

4.0 WHAT INFORMATION WE COLLECT AND WHERE FROM

We collect personal information from you, for example, if you register with our website, request information about our academic programmes, call us or use any of our services or enrol as a student. The categories of personal information that we may collect, store and use about you include:

- Name, address, telephone number, email.
- Academic records and previous academic qualifications
- Employment history (current or previous)
- Information pertaining to previous UK education
- Proof of finances and address
- Proof of English language proficiency
- Your country of birth, nationality.
- Date of birth and gender.
- Valid passport or Photo ID such as driving licence
- Your tax details and bank account details, namely: sort code and account numbers
- Birth or Adoption certificate, if required
- History/translation of qualifications and relevant documents
- Information pertaining to socio-economic background.

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

4.1 Special Category Data

We collect the following special category data from you:

- Health data
- Racial or ethnic origin
- Religious or philosophical beliefs
- Sexual orientation.

We will only process special category data where we have an Article 9 exception allowing us to do so. It may be based on explicit consent (Article 9(2)(a) of UK GDPR), employment, social security and social protection (Article 9(2)(b) of UK GDPR) or substantial public interest (Article 9(2)(g)

CRIMINAL OFFENCE DATA

In limited circumstances, we may process information relating to criminal offences where it is necessary to investigate serious incidents, fulfil safeguarding responsibilities or comply with legal obligations.

5.0 HOW LONG WE KEEP INFORMATION FOR

We pride ourselves on ensuring that your personal data is only retained for the period that we need it for, or in accordance with laws, regulations and professional obligations that we are subject to. All personal information collect has a defined retention period, which is in-line with our retention policy. If you would like to find out how long your information is being retained, please see "additional information", section 17 of this policy.

6.0 SECURITY OF PERSONAL INFORMATION

We take the responsibility for protecting your privacy very seriously and we will ensure your data is secured in accordance with our obligations under the Data Protection laws. We have in place technical and organisational measures to ensure personal information is secured and to prevent your personal data from being accessed in an unauthorised way, altered or disclosed. We have in place robust access controls which limits access to your personal data to those employees, contractors and other third parties who only have a business need to know. The processing of your personal data will only take place subject to our instruction.

We have policies and procedures to handle any potential data security breaches and data subjects; third parties and any applicable regulators will be notified where we are legally required to do so.

We have ensured that all employees have had information security and data protection training. If you would like more details of the security we have in place, please see "additional information", section 17 of this policy.

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

7.0 CHILDREN'S INFORMATION

We do not knowingly collect information on children. If we have collected personal information on a child, please contact us immediately using the details in section 15, so we can remove this information without any undue delay.

8.0 YOUR INDIVIDUAL RIGHTS

In this Section, we have summarised the rights that you have under General Data Protection Regulation. Some of the rights are complex, and not all the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

Your principal rights under General Data Protection Regulation are:

- Right to Object
- Right of Access
- Right to be informed
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability
- The right to object:
- You can exercise this right if
    - Processing relies on legitimate interest
    - Processing is for scientific or historical research
    - Processing includes automated decision making and profiling
    - Processing is for direct marketing purposes
- The right of access
    - You or any third party acting on your behalf with your authority may request a copy of the personal data we hold about you without charge.
    - We will ask to verify your identity or request evidence from the third party that they are acting on your behalf before releasing any personal data we hold about you.
- The right to be informed
    - We are required, to provide clear and transparent information to you about how we process your personal data. This privacy notice addresses this right.
- The right of rectification
    - If you believe the personal data we hold about you is incorrect or incomplete you have the right to correct this and you may exercise this right along with the right to restrict processing until these corrections are made.
- The right to erasure
    - If there is no legal basis or legitimate reason for processing your personal data, you may request that we erase it.
- The right to restrict processing

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

- You may ask us to restrict the processing of your personal data. This means we will still hold it but not process it. This is a conditional right which may only be exercised when:
- Processing is unlawful
- We no longer need the personal data, but it is required for a legal process
- You have exercised your right to object to processing and require processing to be halted while a decision on the request to object is made.
- If you are exercising your right to rectification

- The right to data portability
  - You can request that your personal data is transferred to another controller or processor in a machine-readable format if:
  - Processing is based on consent
  - Processing is by automated means (i.e. not paper based)
  - Processing is necessary for the fulfilment of a contractual obligation

If you have any question about these rights, please contact us using the details found in "additional information", section17 of this policy.

9.0 CONSENT

Where you have given consent for processing, or explicit consent in relation to the processing of special category data, you have the right to withdraw this consent at any time, but this will not affect the lawfulness of processing based on consent before its withdrawal.

10.0 FAILURE TO PROVIDE PERSONAL INFORMATION

Where we need to collect personal data by law or in order to process your instructions or perform a contract we have with you and you fail to provide that data when requested, we may not be able to carry out your instructions or perform the contract we have or are trying to enter into with you. In this case, we may have to cancel our engagement or contract you have with us, but we will notify you if this is the case at the time.

11.0 COOKIES

Our website uses cookies. Please see our cookies policy for full details of the cookies used.

12.0 AUTOMATED DECISION MAKING

Your personal data is not used in any automated decision making (a decision made solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

Where we make an automated decision which has a legal or substantially similar effect, you have the right to speak to us and we may then review the decision, provide a more detailed explanation and assess if the automated decision

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

was made correctly.

13.0 TRANSFERS TO THIRD PARTIES

Engineering College of Technology may disclose your personal data, listed in section 4 to some third parties to help us deliver our services/products. All third parties are contractually bound to protect the personal data we provide to them. We may use several or all of the following categories of recipients:

- Business partners, suppliers, contractors for the performance of any contract we enter into with them or you
- Companies within our group where necessary for administrative purposes and to provide services to you
- Third parties that support us to provide products and services e.g. IT support, cloud-based software services, providers of telecommunications equipment)
- Marketing services providers
- Student Loans Company (government owned organisation)
- Visa granting bodies
- HMRC
- Higher Education Statistics Agency (HESA)
- Payment service providers
- Professional advisors e.g. lawyers, auditors
- Medical, health and wellbeing services as and where relevant.
- Government programmes as and when relevant.
- Web analytics and search engine provider to ensure the continued improvement and optimisation of our website.

14.0 TRANSFERS OUTSIDE OF THE UK

In this section, we provide information about the circumstances in which your personal data may be transferred and stored in countries outside the UK.

We may share personal information to third parties outside of the UK. Any personal information transferred will only be processed on our instruction and we ensure that information security at the highest standard would be used to protect any personal information as required by the Data Protection laws.

Where personal data is transferred outside of the EEA/UK to a country without an adequacy decision, we will ensure appropriate safeguards are in place prior to the transfer. These could include:

EU Standard Contractual Clauses + UK Addendum

International Data Transfer Agreement

Binding Corporate Rules

An exception as defined in Article 49 of the EU GDPR

For more information about transfers and safeguarding measures, please contact us using the information in section 1

Whittle Way, Stevenage
SG1 2FS, United Kingdom
+44 203 582 1389
enquiries@ect.ac.uk
www.ect.ac.uk

15.0 RIGHT TO COMPLAINT

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact us via email on dataprotection@ect.ac.uk

Alternatively, you can contact us:

Engineering College of Technology

By Post: Whittle Way, Stevenage, SG1 2FS, UK.

By Phone: 020 3582 1389

Alternatively, you can make a complaint to the Information Commissioner's Office:

By Post:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By Website: Click Here

By Email: Click Here

By Phone: 0303 123 1113

17.0 ADDITIONAL INFORMATION AND DATA PROTECTION OFFICER

Your trust is important to us. That is why we are always available to talk with you at any time and answer any questions concerning how your data is processed. If you have any questions that could not be answered by this privacy policy or if you wish to receive more in-depth information about any topic within it, please contact our DPO and Compliance Team via email on dataprotection@ect.ac.uk.

Our data protection officer is Bulletproof Cyber, who can be contacted on dposupport@worknest.com or on 01438 500096 or via post at Unit H, Gateway 1000, Whittle Way, Stevenage SG1 2FP.

18.0 POLICY REVIEW AND AMENDMENTS

We keep this Policy under regular review. This Policy was last updated on 28/01/2026.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.