NORTHERN
Regional College

NRC Engage App Privacy Notice

Introduction

This privacy notice sets out what you need to know about how the Northern Regional College "NRC Engage app" will use your information for applications and enrolments. It will also explain what data we need to collect if you are an applicant or student applying and enrolling to the College. The Engage App can only be used if you have already created a Prospect account on the College website.

Lawful Basis

As a FE College the lawful basis for processing your data through the Engage App is:

Article 6.1 (a) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes e.g. Management of applications and College communications.

Special Category Data

Special category or criminal data can be surfaced within the NRC Engage app by accessing a link to the prospect portal, however this data is not stored or held within the Engage app. Our lawful basis for processing this information is:

- **Article 9.2(g)** - Processing is necessary for reasons of substantial public interest e.g. requirements by the Department for Economy to ensure meaningful equal opportunity monitoring and reporting, Learning Support details are required for compliance Disability Discrimination Act (1995).

- **Schedule 1 (Part 2) of the Data Protection Act (2018)**
  - S.6 (Statutory etc and government purposes)
  - S.16 (Support for individuals with a particular disability or medical condition)
  - S.18 (Safeguarding of children and of individuals at risk)

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

Categories of Personal Data

The NRC Engage app will collect the following data:

- Display name;
- User bio;
- Posts that a data subject has created;

- Images a data subject has submitted; and
- Direct messages that data subject has sent.

The NRC Engage app can display the following information provided by the data subject within their Application or Enrolment form from their NRC Prospect account:

- Name;
- Date of birth;
- Contact details;
- Next of Kin;
- Religious Belief;
- Dependents;
- Ethnicity;
- Gender;
- Sexual Orientation;
- Marital Status;
- Employment Status;
- Political Opinion;
- Residency;
- Educational Background i.e. grades;
- Disabilities, learning difficulties, long term medical conditions; and
- Criminal Convictions.

How will we collect this data?

Data collected by the App will be requested when a data subjects creates and NRC engage App account. The data subject can choose not add any further information to the account. The information populated on their accounts has been created using the information previously provided by the data subject at the point of application or enrolment.

To use the app the data subjects must have created a Prospect account, this can be completed here: https://ebsontrackprospect.nrc.ac.uk/ In your Prospect account, you will be asked to agree to the terms and conditions for applications and appropriate data protection consent.

Who will have access to my information, or who will you share it with?

Discussions in chat functions will be monitored by college staff for safeguarding purposes if flagged as potential risk by the system. Information may be passed between Tribal and ITASSIST, two external agencies which have an obligation to the College to safeguard and store College data. Tribal's Privacy policy can be viewed here: https://www.tribalgroup.com/privacy-policy

How long will the College keep my data for?

The software provider retains long-term retention (LTR) backups for up to 12 calendar months depending on the Tribal module. All other records are kept in line with the college retention and disposal schedule FE Retention and Disposal Schedule.

Further Information

More information on how the College manages your personal data can be found on the College website.