

East Kent College Record of Processing Activities - Student

Record type	Data type	Data sources						Lawful basis for processing data				Details of lawful basis for processing data	Who may have access to the data?															
		ProAchieve	ProMonitor	ProSolution	Computer drive/emails	Paper	VLE (Moodle)	Other (specify in comments)	Consent	Performance of a contract	Legal obligation		Vital interests	Public interest	Auditors (internal and external)	College staff	Education providers	Employers	External examiners	Funding bodies	Government departments/agencies	Law enforcing bodies	Local Authorities and their agents	Other (specify in comments)	Parent/Carer/Guardian/Next of kin	Professional and industrial bodies	Student	
Academic performance/progress/outcomes	P/S	X	X	X	X	X	X		X				Evidence of achievement/progress to meet funding body rules Facilitate student achievement and progression To meet the student learning contract	X	X	X		X	X			X	X		X	X		X
Access arrangements for examinations and assessments	P/S		X	X	X	X			X				Facilitate student achievement and progression Public Sector Equality Duty 2011 Equality Act 2010 JCQ regulations SEND Code of Practice	X	X			X						X	X	X	X	X
Additional learning support	P/S	X	X	X	X	X			X				Facilitate student achievement and progression SEND Code of Practice Equality Act 2010 Public Sector Equality Duty 2011	X	X			X				X		X	X		X	
Application	P/S			X		X	X		X				Evidence of achievement/progress to meet funding body rules Admission, registration and administration of the student's course/studies Ensure student is on the right course for their needs	X	X										X	X	X	
Assessment	P		X		X	X	X		X				Facilitate student achievement and progression Evidence of achievement/progress to meet funding body rules	X	X			X						X	X		X	
Attendance	P/S		X	X	X				X				Facilitate student achievement and progression Evidence in support of meeting the student learning contract Evidence of achievement/progress to meet funding body rules	X	X	X								X	X		X	
Awarding body registration	P		X	X	X	X	X		X				JCQ regulations Facilitate student achievement and progression	X	X			X						X	X		X	
Bursary/welfare application and administration forms	P/S				X	X			X				Facilitate student achievement and progression Evidence of appropriate payment of government funds	X	X			X	X			X		X	X		X	
Careers information, advice and guidance	P/S				X	X			X				Ensure student is on the right course for their needs Facilitate student achievement and progression MATRIX accreditation QAA accreditation	X	X			X						X	X		X	
CCTV images	P				X		X					X	Prevention and detection of crime Education Act 2011 Counter-Terrorism and Security Act 2015	X	X							X						
Certificates and qualifications (actual and predicted)	P	X	X	X	X	X			X				Ensure student is on the right course for their needs Proof of eligibility JCQ regulations	X	X			X						X	X		X	
Complaints	P/S				X	X			X				Investigate and resolve concerns to improve student experience Public Sector Equality Duty 2011	X	X											X	X	
Consent forms (privacy, photographic, trips/visits, subject access, work experience etc)	P				X	X		X					Data Protection Proof of eligibility Safeguarding and Vulnerable Groups Act 2006	X	X			X						X	X		X	
Contact details - name, address, email, telephone number , next of kin	P		X	X		X			X			X	Informing students about events, opportunities etc Proof of eligibility Contact in event of an emergency Provide information, advice and guidance about careers, health, wellbeing etc. Facilitate student achievement and progression	X	X	X						X		X		X	X	
Criminal convictions	P/S				X	X			X				Rehabilitation of Offenders Act 1974	X	X					X	X			X	X		X	

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											X			Supports a student's fitness to practice for applicable courses													
											X			Safeguarding and Vulnerable Groups Act 2006													
												X	X	Protect the health, safety and welfare of students and staff													
Data amendment form /request	P	X	X	X		X					X			Data Protection	X	X				X					X		X
											X			To meet funding body rules													
Destination/progression outcome	P		X		X	X				X	X			To meet funding body rules	X	X	X			X	X		X				X
											X			Plan future courses which meet local and national priorities													
Disability and learning difficulty	P/S	X	X	X	X	X					X			Equality Act 2010	X	X						X		X		X	
											X			SEND Code of Practice													
											X			To meet funding body rules													
											X			Facilitate student achievement and progression													
											X			Statistical data analysis and returns													
Disciplinary	P/S		X	X	X	X				X				Facilitate student achievement and progression	X	X								X		X	
											X			Protect the health, safety and welfare of students and staff													
											X			Reinforce the student learning contract													
Education, Health and Care Plan	P/S	X	X	X	X	X					X			SEND Code of Practice	X	X						X		X		X	
											X			Equality Act 2010													
											X			Public Sector Equality Duty 2011													
											X			Facilitate student achievement and progression													
Enrolment	P/S	X	X	X	X	X					X			To meet funding body rules	X	X	X			X				X		X	
											X			Admission, registration and administration of the student's course/studies													
											X			Statistical data analysis and returns													
Enquiries	P				X	X					X			Provide information, advice and guidance about course options	X	X											
											X			Ensure student is on the right course for their needs													
											X			Statistical data analysis and returns													
Ethnicity	S	X	X	X	X	X					X			Facilitate student achievement and progression	X	X				X	X		X		X	X	
											X			Equality Act 2010													
											X			Public Sector Equality Duty 2011													
											X			Statistical data analysis and returns													
Fee payments and finance/loan payment arrangements	P		X	X	X	X	X			X				Take payments for courses	X	X							X	X	X	X	
Gender	S	X	X	X	X	X					X			Facilitate student achievement and progression	X	X				X	X		X		X	X	
											X			Equality Act 2010													
											X			Public Sector Equality Duty 2011													
											X			Statistical data analysis and returns													
Health and safety records - accident, incidents etc.	P/S				X	X					X			Facilitate the investigation and prevention of accidents and incidents	X	X						X		X	X	X	
											X			Health and Safety at Work Act 1974													
											X			Reporting of Dangerous Injuries, Diseases and Dangerous Occurrences 2013													
Individual Learning Plans	P/S		X	X	X	X	X				X			Evidence of achievement/progress to meet funding body rules	X	X								X		X	
											X			Facilitate student achievement and progression													
											X			To meet the student learning contract													
Interview (application and exit)	P/S				X	X								Provide information, advice and guidance about course options	X	X								X		X	
											X			Ensure student is on the right course for their needs													
											X			Rehabilitation of Offenders Act 1974													
											X			Supports a student's fitness to practice for applicable courses													
											X			Safeguarding and Vulnerable Groups Act 2006													
Items on loan	P				X	X				X				Protect college property	X	X								X		X	

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Medical information	P/S	X	X	X	X					X	X			Health and Safety and Work Act 1974 Facilitate student achievement and progression SEND Code of Practice Equality Act 2010	X								X	X		X	
Medication administration records	P/S			X	X					X	X			Health and Safety at Work Act 1974	X								X	X		X	
Personal documents (copies) - passport, birth certificate, driving licence	P/S			X	X					X				Proof of eligibility Safeguarding and Vulnerable Groups Act 2006 Rehabilitation of Offenders Act 1974	X	X								X	X		
Personal emergency evacuation plans	P/S	X	X	X	X							X		Ensure safe evacuation in an emergency situation Health and Safety at Work Act 1974 Equality Act 2010 SEND Code of Practice	X	X						X	X		X		
Personalised Plans	P/S	X	X	X	X				X					Facilitate student achievement and progression SEND Code of Practice Equality Act 2010 Proof of eligibility for high needs funding	X	X						X		X	X		
Images (photographs, CCTV, video recordings)	P	X	X		X							X		Prevention and detection of crime Proof of eligibility Counter-Terrorism and Security Act 2015 Education Act 2011	X	X								X	X		
References	P			X	X				X					Ensure student is on the right course for their needs Safeguarding and Vulnerable Groups Act 2006 Facilitate DBS checks Health and Safety at Work Act 1974	X	X	X	X						X	X		
Risk assessments (personal, safeguarding, pregnancy etc)	P/S	X	X	X	X					X	X			Health and Safety at Work Act 1974	X	X		X						X	X		
Safeguarding	P/S	X	X	X	X					X		X	X	Safeguarding and Vulnerable Groups Act 2006 Uphold student safety, welfare and wellbeing Facilitate student achievement and progression Keeping children safe in education 2016 Children Act 1987 (section 47) Education Act 2002	X						X	X		X	X		
Welfare benefits	P/S	X	X	X	X	X						X		Evidence of appropriate payment of government funds Proof of eligibility	X	X			X	X		X		X	X		
Welfare and wellbeing	P/S	X	X	X	X				X			X	X	Facilitate student achievement and progression Uphold student safety, welfare and wellbeing Health and Safety at Work Act 1974 Education Act 2011 Safeguarding and Vulnerable Groups Act 2006	X	X								X	X		
Work experience placement details	P	X	X	X	X	X				X				Health and Safety at Work Act 1974 Facilitate student achievement and progression	X	X		X						X	X		