Summer Programmes Student Data Collection Notice

This document provides information about how Summer Programmes, a part of King’s College London (“we”, “our”, or “us”) processes student data through the student lifecycle. Student data here means personal data collected from the point of expression of interest, application, enrolment, and/or registration to study a Programme through Summer Programmes at King’s College London right through to after your studies with us have ended.

We design and deliver academic short courses for a global audience. The department run 3 flagship programmes (Winter School, Pre-University Summer School and Undergraduate Summer School) alongside multiple bespoke programmes run for specific partner institutions. The courses can last anywhere from one week to six weeks.

Any data-processing and sharing by King’s College London will be carried out in compliance with the College’s [data protection policy and procedure](https://www.kcl.ac.uk/governancezone/governancelegal/data-protection-policy).

If you would like to contact us regarding this Notice, please email: summer@kcl.ac.uk

What information do we hold about you?

The university keeps a record of the information provided by you on application and enrolment. From the moment you contact us a record is created in your name. We will also maintain records about your studies at King’s, and about your use of academic and non-academic facilities and services that we offer.

**List of student data that we collect:**

* 2nd parent/guardian phone number
* Age on entry
* Agent name and contact details
* Contact email
* Contact number
* Country
* Country of Domicile
* Course selection
* Current educational institution
* Current level of education
* Date of birth
* Disability Disclosure
* Full name of student
* Gender
* Home address
* If you are coming from an agency
* Level of English qualification
* Nationality
* Parent/guardian address
* Parent/guardian name
* Parent/guardian phone number
* Product name (Pre-U, UG summer school, other)
* Start date and duration
* Where the current educational institution is located
* Where you heard about us

In addition, special category information is collected at the time of application and during the admissions process. This includes:

* Disability information
* Criminal Record information
* Ethnicity
* Documents of a sensitive nature to support the application process, for example, information about mitigating circumstances or hardship.

How do we use your information, what is the legal basis, and who do we share it with?

Fundamentally, the University’s student data processing is carried out to facilitate, support, and improve the student experience. The interests of our student body are at the heart of everything we do with your information.

Our provision of an integrated and effective student service at King’s includes multiple internal teams in addition to our central student service teams. Your personal information will be shared by us internally within King’s on a need-to-know basis and in compliance with the [King’s Data Protection Policy and Procedure.](https://www.kcl.ac.uk/policyhub) We may share your special category data with relevant teams within the University on the grounds of substantial public interest, where that applies.

Under the below subheadings you will find a high-level overview of the main processing activities the university carries out, how your personal information will be used by the University, what our lawful justifications are and details of external parties we share your information with, in regard to such activities. The processing activities are listed under subheadings representing the overall purpose of the processing activities carried out by the university.

We use your personal data for the following purposes:

* To assess your application to see if you meet the entry requirements
* To admit you onto a course if accepted
* To contact you regarding your application
* To contact you during your course if accepted
* To contact your parent/guardian
* To conduct internal analysis on the course and student cohort

We use your Special Category Data for the following purposes:

* To support you in your studies if you have a disability/health condition
* To conduct internal reporting on the uptake of these programmes to monitor equality of opportunity.

Your legal basis for processing the personal data

Data protection legislation allows us to use your personal information in this way because:

(1) it is required to deliver an agreement (or ‘contract’) we have with you.

(2) we are required to do this by law.

(3) it is required for our public purpose as a teaching and research institution.

(4) it is in our (or another organisation’s) legitimate interests, and that interest is not overridden by your interests and rights.

Furthermore, data protection legislation allows us to use your Special Category Data in this way to:

1. Monitor Equality of opportunity or treatment, as a substantial; public interest.

This processing will not lead to any measures or decisions taken against any one individual but will instead look at whole cohorts. This processing is not likely to cause any damage or distress to an individual.

How long personal data will be kept, or the criteria used to determine how long data will be kept.

The Summer Programmes Team will keep your application, along with any personal data within in, for two years. This is in order to process your application, support you during your studies, and for statistical analysis.

During this time, your details will be added to the King’s College London Student Records System, where it will then adhere to the [Universities Records Retention Schedule.](https://www.kcl.ac.uk/about/assets/business-assets/pdf/retention/retention-schedule.pdf)

Third Party Sharing

Summer Programmes may share your details with the local council or other safeguarding bodies, when necessary, and in accordance with the [Universities Safeguarding Policy.](https://www.kcl.ac.uk/assets/policyzone/governancelegal/safeguarding-policy.pdf)

We will also process your data using platforms such as KEATS, the Universities Virtual Learning Environment, and Microsoft products to facilitate your education.

Automated Decision Making

We do not use any form of automated decision making.

What are your rights and who can you contact if you have a concern?

To find out more about how the university deals with your personal information, including your rights and who to contact if you have a concern, please see the university’s core privacy notice at [https://www.kcl.ac.uk/terms/privacy.aspx](https://www.kcl.ac.uk/terms/privacy).

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