



Personal Information

For attention of all students and/or parents and carers.

To enable us to carry out our duty of care to support students during their time with us we need to collect and store personal information.

Medical, dietary or other circumstances:

During enrolment we will ask each student to confirm any **medical, dietary or other circumstances** that staff need to be aware of. Please do contact our admissions team to share information directly should you wish to do so.

It is the responsibility of the student, and/or parents/carers, to inform the college of any medical status or needs during the course and to update the College of any changes.

Emergency and next of kin contacts:

During enrolment we will ask each student to confirm two emergency/ next of kin contact. Please ensure you bring name, address, email and contact number information with you.

Use of images and name:

During enrolment we will ask each student to give consent to the use of their photographic image and their name.

We sometimes take photographs of our students and we may wish to use these images, and/or examples of their work, in our College prospectus, magazines, website, social media, on project display boards around the College and for promotional purposes. We may also wish to make video recordings for monitoring and recording events for other educational use or as promotional materials. Some awarding bodies require photographic/video evidence to be made as part of their assessment processes.

On occasions our College may be visited by the media, who may wish to take photographs, film footage or carry out radio interviews. Students may appear in these images, which could be published in local / national newspapers or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our College is taking part.

Student names may be shown on College publications. Each student will be asked at enrolment to opt in to giving consent for use of images and their name as described above.



If you **do not** wish for your or your young person's name or image to be shown on these publications for safeguarding reasons please contact the College Safeguarding team on: Great Yarmouth campus 07795 306828 / Lowestoft campus 07747 442823. The College reserve the right to withdraw consent on behalf of a student for safeguarding and wellbeing reasons.

The College is **only responsible for photographs taken by the College and for those posted on the College's website and official social media accounts**, it cannot be responsible for photographs taken by other third parties (such as parents/carers or other students).

Trips and Visits:

Students will take part in trips and visits during their course. Students will be asked for personal information confirmation before each occasion.

Data Protection:

East Coast College has produced a Privacy Notice for students which is in accordance with the GDPR and the Data Protection Act 2018.

The Privacy Notice is available on request and can be found on the College website at www.eastcoast.ac.uk/legal/

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer at St Peters Street, Lowestoft, Suffolk NR32 2NB or email dataprotection@eastcoast.ac.uk