Data Protection Privacy Notice – Students paying by instalments

The College processes personal data as part of its normal operational activities. Personal data is any information that can be identified to a specific, living individual and processing means collecting, holding or using that information. The College’s registered office is 42 Queen Square, London WC1N 3AQ.

The college’s Data Protection Officer is Beverley Campbell. Beverley can be contacted by email – [dpo@marywardcentre.ac.uk](mailto:dpo@marywardcentre.ac.uk)

The reason for collecting this personal data is so that we can manage your payment of course fees through our instalments programme. The legal basis for holding this data is to fulfil the legitimate purpose of the College in providing adult education. The information will be used to make the agreed payments and to contact you if there are any issues with any of those payments.

This personal data will not be shared with anyone else. We will not share it with anyone for the purpose of sales or marketing without obtaining your explicit consent to do so. We will keep this data for 6 years after the completion of the final payment as the instalment agreement is a primary financial record and we are legally obliged to keep it for this period of time.

Under UK legislation there are a number of principles that apply to all types of personal data. The individual, to whom the data refers, also has a number of rights concerning their data. More information about both of these things can be found in our Data and Records Management Policy on our web-site at <http://www.marywardcentre.ac.uk/about/DP>. If you are not satisfied that your personal data is being processed properly, and the College has been unable to deal with your complaint satisfactorily, then you have the right to raise your concern with the Information Commissioner’s Office (ICO). More information about how you can do this is available at the ICO’s web-site www.ico.org.uk.