



## **Students with special medical or learning support needs Privacy Notice**

Thank you for disclosing your condition to a member of staff at Nazarene Theological College. We know that medical and learning needs are very personal and sensitive. We respect your privacy and seek to maintain that as far as possible, while using your information only in such a way as required to effectively support you in your studies.

This notice will outline clearly for you what we will do with the sensitive information you have disclosed.

### **How we use your personal data**

Information about your condition will be provided to the following people:

- *The Learning Support Office*  
The Learning Support team work with you to determine what steps can be taken to help you best succeed in your studies. This includes supporting you with any Disabled Student Allowance (DSA) applications.
- *The Academic Office*  
The Academic Office holds information about your condition to grant you extensions through the mitigating circumstances committee. They also report to HESA if you have disclosed a disability or are in receipt of DSA as part of our student statistics (see the Fair Processing Notice for more information about HESA).
- *The lecturer for each class you take*  
The Learning Support Office each semester provides lecturers with a list of students in their class who need additional support in particular ways. This will include your name, condition and any class adjustments that need to be made to best help you.

### **Lawful Basis**

At NTC we process personal data on the lawful basis of the public task. This means we store and use your information to provide you with all you need to successfully complete your period of education with us.

### **Your Rights**

You have the right to object to how your data is processed. Please speak to the Data Protection Officer (Heidi Wright) if you have concerns about how we store and use your data.

For any questions, please contact the Learning Support Officer (Helen Stocker) on [hstocker@nazarene.ac.uk](mailto:hstocker@nazarene.ac.uk) or the Data Protection Officer (Heidi Wright) on [hwright@nazarene.ac.uk](mailto:hwright@nazarene.ac.uk).