



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 Enhancement Office*

The Learning Enhancement 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 Enhancement 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.

- *The PGC Tutor*

The Learning Enhancement Office each semester provides the PGC Tutor with a list of students in their Pastoral Care Group who need additional support in particular ways. This will include your name, condition, and any adjustments that need to be made to best help you.

- *The Placement Manager (if placement is part of your studies)*

The Learning Enhancement Office each semester provides the Placement Manager with a list of students who are doing a placement and need additional support in particular ways. This will include your name, condition, and any adjustments that need to be made to best help you during your placement.

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 (Pauline McKendrick) if you have concerns about how we store and use your data.

For any questions, please contact the Learning Enhancement Coordinator (Joe Boston) on jboston@nazarene.ac.uk or the Data Protection Officer (Pauline McKendrick) on dataprotection@nazarene.ac.uk.