I have had an opportunity to read and I agree to the Student Learning Agreement.

Student Declaration and Learning Agreement - a copy of our full privacy notice can be found on our website www.wlc.ac.uk

West London College will collect the following personal data under GDPR Article 6b (Contract), 6c (Legal Obligation), 6e (Public Task) and 9 (Statistical Purposes) in order to meet our legal obligations with the Education and Skills Funding Agency (ESFA) and Office for Students (OIS) and in order for us to carry out our public task to provide education and training.

We need to process data so we can provide you with the highest standards of education and training we are able to give, and to meet legal obligations from government organisations. We will use your data to:

- Support your learning, monitor and report on progress
- Provide appropriate guidance and pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing
- Keep you safe
- Comply with contractual obligations
- Keep you informed about issues affecting and related to your studies

Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However, the College will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys.

We collect parent/carer/emergency contact details, under GDPR Article 6c (Legal Obligation). We require this information for students under 18 at enrolment and collect this under article 6b (Contract) in order to support the delivery of education and training as fully as possible. We will use this to inform your contacts about your educational performance and behaviour. We will inform third parties that we hold their information. If you are under 18 and do not wish us to hold parent/carer/emergency contact details, please put your request in writing and a meeting will be arranged to discuss.

The information you provide us on this form will allow us to share information with Government departments to enable them to carry out their statutory functions. This includes but is not limited to, Ealing Borough Council and other local authorities, virtual schools, ALPS (Association of Learning Providers), the Police, Home Office, UKVI and any other bodies connected with VISA applications or fraud detection.

Greater London Privacy Notice

The Greater London Authority (GLA) is London’s regional government. The Mayor of London provides Citywide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor and his advisers to public account. Find out more about what we do and who we work with at www.london.gov.uk. The Mayor of London is responsible for the Adult Education Budget (AEB) in London and the funding provided for your course. This funding is being used to ’match fund’ a European Social Fund (ESF) programme for residents in Greater London. The majority of the information provided by you in this form will be collected by the Education and Skills Funding Agency (ESFA) under its privacy notice (see below). This information is shared with the GLA, which operates as a data controller of your personal data under relevant data protection law. The GLA is required to process your personal data to enable it to carry out its functions and statutory responsibilities including reporting to the Department of Work and Pensions (DWP) on the ‘match funding’ of ESF programmes. In addition, the GLA collects some supplementary information to comply with ESF requirements, for which the DWP is the data controller.

Information about use of and access to your personal data held by the GLA, details of organisations with whom the GLA regularly share data, information about how long the GLA retain your data, and how to exercise your rights is set out in the GLA AEB Procured Privacy Notice https://www.london.gov.uk/sites/default/files/2019-07-30_aeb_procured_privacy_notice_pdf.pdf

ESFA Privacy notice

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses and learning opportunities
- For surveys and research

Further information about use and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: https://www.gov.uk/government/publications/esfa-privacy-notice

West London College Marketing Consent

Marketing Contact Type
- Marketing Contact Type: 
  - By post
  - By phone
  - By email

Sharing Information
- Sharing Information: 
  - By post
  - By phone
  - By email

I understand that West London College:

- Will respond to reference requests from employers where you have given permission.
- Will supply attendance, progress and achievement data to third parties, who have paid fees on your behalf.
- Will advise nominated next of kin of significant unexplained absence if a student is in the under 18 age group* and cannot be contacted.
- May use your ID photograph in internal reporting for additional identification purposes. This will be kept on file for a period of three months following the end of the academic year.
- May supply attendance and progress data to parents/guardians of students in the under 18 age group*.
- May share data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: https://www.gov.uk/government/publications/esfa-privacy-notice

I understand that:

- If I leave a course/programme, refunds are not usually given and all amounts outstanding remain payable as per West London College fees policy.
- My learning programme and fees may be modular and may require termly progression.
- My learning programme and fees may be annual.
- Physical access to the College may be denied through the access control barriers and suspension from the programme if fees are not paid.
- I am also signing up to future progressions of this learning programme, and/or subsequent transfers as deemed academically appropriate to enable me to achieve my learning goals. These changes will constitute part of this learning agreement.
- The European Social Fund may support my learning programme.

I agree:

- To inform the College of any change of information during my programme of study.
- To abide by the College code of conduct and follow all College rules.
- To inform the College of any change of information during my programme of study.
- To abide by the College code of conduct and follow all College rules.
- That I am aware of the College’s Fee and Charging policy.
- I certify that the information I have given is accurate and no material information has been omitted. I agree to abide by the College rules, regulations, policies and procedures, and I have read and understood the information above.
- That I am aware of the College’s Fee and Charging policy.
- I certify that the information I have given is accurate and no material information has been omitted. I agree to abide by the College rules, regulations, policies and procedures, and I have read and understood the information above.

By signing the Enrolment Form and Learning Agreement I confirm the contents are true and accurate. I understand that any false information may lead to prosecution and the College may also attempt to reclaim any tuition fees and supports costs provided.

I have had an opportunity to read and I agree to the Student Learning Agreement.

**or a vulnerable adult**