



Privacy Policy AYE 27

Version	Date approved	Approved by	Date of Review
1.1	August 12, 2025	Administration	July 1, 2026

**Mission:**

Selden College exists to graduate faithful Christian men and women who are prepared to act justly, skilfully and magnanimously in each and every office, private and public, in peace and war.

What is this policy document about?

This Policy sets out the way Selden College ('we'/'us') protects and uses personal information. This policy comes under the General Data Protection Regulation ([GDPR](#)). Personal information is defined as any information that enables an individual to be identified.

Context:

Selden College aims to offer undergraduate and postgraduate awards. The Vice-Principal (Operations) has responsibility for this Privacy Policy.

Aim:

To fulfil the mission, Selden College aims to process personal information legally.

Why do we collect and use personal information?

Collecting data enables effective communication with students, parents, alumni, supporters, and staff, and so helps us to achieve our mission. For example, this information will help us to send out updates, promote events, pay our employees, facilitate the student admissions process including any offer letter and/or contract, deal with queries or complaints and so on.

What information do we collect and use?

We collect or use the following information for student recruitment, events, education and welfare:

- Name, sex and date of birth
- Contact details, including parental contact details
- Payment details and financial information, including transactions
- Attendance and reason for absence data
- Photograph
- Nationality, passport copies and national insurance (or equivalent) number
- Education history, including qualifications, and employment records
- Sensitive information* such as health, disability and/or religious beliefs
- Contact details and references from academic and pastoral referees
- Contract details, including any offer letters
- Information relating to complaints and/or disciplinary procedures.



We collect or use the following information for sending out information updates:

- Name and contact details.

We collect or use the following information for employees, including during their recruitment:

- Name, sex and date of birth
- Contact details
- Payment details and financial information
- Reason for absence data
- Photograph
- Nationality, passport copies and national insurance (or equivalent) number
- Education history, including qualifications, and employment records
- Sensitive information* such as health, disability and/or religious beliefs
- Disclosure and Barring Service records
- Contact details and references from academic and pastoral referees
- Contract details
- Information relating to complaints and/or disciplinary procedures.

We collect or use the following information for academic or pastoral references:

- Name and contact details
- References for employees or students.

We collect or use the following information for dealing with queries, complaints or claims:

- Name and contact details.

*Sensitive data is defined in Article 9 of the GDPR to include information on health and religion.

What are the lawful bases for collecting and using your personal information?

Communicating with students, parents, alumni, supporters, referees and employees enables us to achieve our mission. Therefore, holding legitimate information about you helps us to do this. We have permission from you after we gave you all the relevant information. To be clear, you do have the right to withdraw your consent at any time.

Further information on lawful processing may be found [here](#).

Where and how do we collect your personal information?



We collect this information directly from you or your referees using Microsoft, Google, Populi and/or in-house bespoke systems. Please see the following links to [Microsoft's Privacy Policy](#), [Google's Privacy Policy](#) and [Populi's Privacy Policy](#).

How long will we keep your personal information?

Selden College will only retain your personal information for as long as is legitimately necessary. Personal data that is no longer required will be deleted.

Who has access to your personal information?

Selden College will keep all personal information securely and only grant access to those college employees whose job description requires access to such information.

What rights do I have regarding my personal information?

Unless subject to an exemption under the GDPR, you have a number of rights, including:

- The right to access a copy of the personal information we hold about you. You can read more about this right [here](#).
- The right to rectify any personal information if it is inaccurate or incomplete. You can read more about this right [here](#).
- The right to object to the use of your personal information in certain ways. You can read more about this right [here](#).
- The right to ask us to limit how we can use your personal information. You can read more about this right [here](#).
- The right to delete the personal information we hold about you. You can read more about this right [here](#).
- The right to ask that we transfer the personal information you gave us to another organisation. You can read more about this right [here](#).
- The right to withdraw your consent at any time. You can read more about this right [here](#).

If you make a request, we must respond to you without undue delay and in any event within one month. To make a data protection rights request, please contact using the email operations@seldencollege.org.

Will we share your personal information?

Selden College will not share your personal information with others, unless required to do so by law.

What about cookies and Microsoft and Google Analytics?



We use cookies, Microsoft and Google Analytics to enhance your browsing experience and analyse site traffic. You are able to control the use of cookies and similar technologies on our website the first time you visit our website.

On our website, we only set essential cookies to remember when you have responded to a cookie prompt. You will be asked to consent to the use of non-essential cookies and Microsoft and Google analytic tracking cookies. If you agree, we will include code from Google and Microsoft which will track your visit using simple personal information like your IP address, browser details, pages visited and buttons clicked. This information will be stored and sent to these providers, allowing them and us to see which pages are visited and for how long. These companies will each place and read cookies which could link your visit with the personal data you have already given them. We will remember your choices for 6 months and then ask you again.

Many of the cookies we use will expire after your browsing session or at least within seven days. Analytical and performance cookies usually expire after no longer than one year and two months.

Please see the following links to [Microsoft's Privacy Policy](#), [Google's Privacy Policy](#) and [Populi's Privacy Policy](#).

Further processing?

If we wish to use your personal information for a new purpose not covered by this Privacy Policy then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Please check back regularly to keep informed of updates to this Privacy Policy as if you continue to use our website after an update has been posted you will be deemed to have accepted any changes.

Queries or complaints?

To exercise all relevant rights, queries or complaints please first contact the Vice-Principal (Operations) by email operations@seldencollege.org . If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the Information Commissioner. The Information Commissioner's Office is available to be contacted on 0303 123 1113, via [email](#) or post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.