



**PUBLIC**  
**Regent College London**  
**External Privacy Notice**

## Document Control

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### Document Release:

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# Regent College London

## External Privacy Notice

Last Updated: February 2026

### 1. Who we are and what we do

RTC Education Limited trading as Regent College London (“Regent College”, “we”, “us”, “our”) is a higher education provider based in England.

Registered address:

167 Imperial Drive

Harrow

Middlesex

HA2 7HD

We are registered with the Information Commissioner’s Office (ICO) under registration number Z9343011.

Unless we notify you otherwise, we are the data controller of the personal data described in this notice. This means we decide how and why your personal data is processed.

### 2. Purpose of this privacy notice

This privacy notice explains how we collect, use, share and protect personal data relating to:

- Website visitors and enquirers
- Applicants

- Students
- Graduates and former students
- Individuals who interact with us in connection with our educational services

It also explains your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **3. Who this privacy notice applies to**

This privacy notice applies to you if:

1. You visit our website
2. You purchase goods or services from us
3. You enquire about our products and/or services
4. You sign up to receive newsletters and/or other promotional communications from us
5. You are a user of our student intranet

### **4. What Personal Data is**

'Personal Data' means any information from which someone can be identified either directly or indirectly. For example, you can be identified by your name or an online identifier.

'Special Category Personal Data' is more sensitive Personal Data and includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purposes of uniquely identifying someone, data concerning physical or mental health or data concerning someone's sex life or sexual orientation.

## 5. Personal Data we collect

The personal data we collect depends on your relationship with us.

Website Visitors and Enquirers:

- Name
- Job title
- Contact details
- Enquiry details
- Preferences and interests
- Technical data such as IP address and website usage data

Applicants:

- Identity and contact details
- Date of birth
- Educational history and qualifications
- Employment history (where relevant)
- Personal statements and references
- Immigration and visa information
- Equality and diversity data (where provided)

Students:

- Student ID number
- Academic records, attendance and assessment results
- Financial information
- Immigration and visa monitoring information
- Support, safeguarding and wellbeing information

- Disciplinary records
- Images or recordings such as CCTV

Graduates and Former Students:

- Core academic record
- Award verification information
- Alumni contact details where applicable

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss or destruction, including access controls, encryption and staff training.

## **6. How we collect your Personal Data**

We collect personal data directly from you during application, enrolment and study, from third parties such as referees or regulatory authorities, and through our website and IT systems. When you apply to enrol with regent College, we need to verify your identity, qualifications, and relevant employment history to confirm you meet our entry requirements and to prevent fraud. This verification process is necessary to take steps at your request before entering into a contract for educational services.

To carry out these checks, we may contact your previous education providers, awarding bodies, and employment referees you have named. We may also share your information with third-party verification services where appropriate.

The lawful basis for this processing is Article 6(1)(b) of the UK GDPR that the processing is necessary for the performance of a contract or to take steps at your request prior to entering into a contract.

## 7. Purposes, lawful bases and retention periods

We will only use your Personal Data when the law allows. Most commonly, we will use your Personal Data in the following circumstances:

Where Personal Data is processed because it is necessary for the performance of a contract to which you are a party, we will be unable to provide our services without the required information.

Purpose	Lawful Basis
Admissions, enrolment, teaching and assessment	Contract (Article 6(1)(b)) and Public Task (Article 6(1)(e))
Student administration and support services	Contract and Public Task
Compliance with legal and regulatory obligations	Legal Obligation (Article 6(1)(c))
Safeguarding and duty of care	Vital Interests (Article 6(1)(d)) and Public Task
Quality assurance, reporting and statistics	Public Task and Legitimate Interests (Article 6(1)(f))
Marketing communications	Consent (Article 6(1)(a)) or Legitimate Interests where permitted by law
Website enquiries and service improvements	Legitimate Interests
Security, CCTV and IT monitoring	Legitimate Interests and Legal Obligation

## **8. Sharing your Personal Data**

We may share personal data with awarding bodies, partner institutions, the Office for Students (OfS), the Higher Education Statistics Agency (HESA), UK Visas and Immigration (UKVI), the Student Loans Company, professional advisers and IT service providers.

HESA processes data in accordance with its Student Data Collection Notice.

Outreach Partner Programme:

Limited information such as name and student ID may be accessible to assigned outreach partners for commission tracking purposes. Personal contact details are not shared. Access is controlled and audited.

## **9. International Transfers**

Some of our services are delivered by team members who are based in India, which involves the processing of personal data outside of the UK. We take the protection of personal data very seriously and have ensured that this transfer is carried out in line with the UK GDPR. This includes the implementation of appropriate safeguards, such as transfer risk assessments, contractual obligations and additional technical and organisational measures that ensure that your personal data continues to be protected to a standard equivalent to that required within the UK.

## **10. Retention**

Core academic records are retained permanently for verification purposes. Most academic and administrative records are retained for six years after graduation or withdrawal. At the end of the retention period, data is securely deleted or anonymised. Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss or destruction, including access controls, encryption and staff training.

## **11. Marketing Communications**

From time to time, with your consent we may use your information to contact you with details about our products and services which we feel may be of interest to you. You have the right at any time to stop us from contacting you for marketing purposes. If you wish to exercise these rights you can do so by following the 'unsubscribe' link on any emails received or contacting us at (add email address here)

## 12. Your rights and how to complain

You have certain rights in relation to the processing of your Personal Data, including to:

- **Right to be informed**  
You have the right to know what personal data we collect about you, how we use it, for what purpose and in accordance with which lawful basis, who we share it with and how long we keep it. We use our privacy notice to explain this.
- **Right of access** (commonly known as a “Subject Access Request”)  
You have the right to receive a copy of the Personal Data we hold about you.
- **Right to rectification**  
You have the right to have any incomplete or inaccurate information we hold about you corrected.
- **Right to erasure** (commonly known as the right to be forgotten)  
You have the right to ask us to delete your Personal Data.
- **Right to object to processing**  
You have the right to object to us processing your Personal Data. If you object to us using your Personal Data for marketing purposes, we will stop sending you marketing material.
- **Right to restrict processing**  
You have the right to restrict our use of your Personal Data.
- **Right to portability**  
You have the right to ask us to transfer your Personal Data to another party.
- **Automated decision-making.** You have the right not to be subject to a decision based solely on automated processing which will significantly affect you. We do not use automated decision-making.
- **Right to withdraw consent**  
If you have provided your consent for us to process your Personal Data for a specific purpose, you have the right to withdraw your consent at any time. If you do withdraw your consent, we will no longer process your information for the purpose(s) you originally agreed to, unless we are permitted by law to do so.
- **Right to lodge a complaint**

You have the right to lodge a complaint with the relevant supervisory authority, if you are concerned about the way in which we are handling your Personal Data. The supervisory authority in the UK is the Information Commissioner's Office who can be contacted online at:

[Contact us | ICO](#)

Or by telephone on 0303 123 1113

For supervisory authorities in other countries within the EU see the link below:

[https://edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://edpb.europa.eu/about-edpb/about-edpb/members_en)

### **How to exercise your rights**

You will not usually need to pay a fee to exercise any of the above rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you wish to exercise your rights, you may contact us using the details set out below within the section called 'How to contact us and our Data Protection Officer'. We may need to request specific information from you to confirm your identity before we can process your request. Once in receipt of this, we will process your request without undue delay and within one month. In some cases, such as with complex requests, it may take us longer than this and, if so, we will keep you updated.

## **13. Children's Privacy**

We do not offer our products and services to children, and we do not knowingly collect Personal Data of children without parental consent, unless permitted by law. If you are a child, you must have your parent's permission to use our services. If you learn that a child has provided us with their Personal Data without parental consent, you may contact us, as described below, and if appropriate, we will securely and permanently delete it, in accordance with applicable law.

## **14. How to contact us and our Data Protection Officer**

If you wish to contact us in relation to this privacy notice or if you wish to exercise any of your rights outlined above, please contact us as follows:

Regent College London  
167 Imperial Drive  
Harrow  
Middlesex  
HA2 7HD  
Email: [datalead@regentgroup.org.uk](mailto:datalead@regentgroup.org.uk)

Data Protection Officer: Awais Ashfaq  
Email: [Awais.Ashfaq@rcl.ac.uk](mailto:Awais.Ashfaq@rcl.ac.uk)

Please mark correspondence for the attention of the Data Protection Officer.

We have a separate report and support tool available to students, information on this can be found here: <https://studentweb.rcl.ac.uk/report-an-incident/>

## **15. Changes to this privacy notice**

We may update this notice (and any supplemental privacy notice), from time to time as shown below. We will notify of the changes where required by applicable law to do so.