



**Northernhamshire
Ilexford Tessor**
College London ■

Name of Policy	Privacy Policy
Purpose of Policy	Policy outlining how NIT London collects, processes, stores, and protects personal data of students, applicants, staff, and website users in accordance with data protection regulations
Intended Audience	Prospective Students, Applicants, Enrolled Students, Staff, Website Users and Third-Party Partner
Approval for this policy given by	Operations Département
Last Review Date	April 2026
Review Date Due (3 years)	April 2029
Individual Responsible for Review	Data Protection Officer
Authorising Department	Compliance & Student Services

1. Introduction

This Privacy Policy sets out how Northernhamshire Ilexford Tessor (NIT) College of Technology London (“NIT London”) collects, processes, stores, and protects personal data.

NIT London is committed to ensuring that all personal data is handled in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR).

This policy applies to all programmes delivered by NIT London, including:

- Undergraduate programmes
- Postgraduate programmes
- Diploma and professional qualifications
- Online, blended, and Work-Integrated Learning (WIL) programmes

NIT London ensures that personal data is:

- Collected lawfully and transparently
 - Used for legitimate purposes only
 - Kept secure and confidential
 - Retained only as long as necessary
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2. Scope of the Policy

This policy applies to:

- Prospective students and applicants
 - Enrolled students and alumni
 - Employees and contractors
 - Website users
 - Partner institutions and third parties
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3. Principles of Data Protection

NIT London adheres to the following principles:

- Lawfulness, fairness, and transparency
 - Purpose limitation
 - Data minimisation
 - Accuracy of data
 - Storage limitation
 - Integrity and confidentiality
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4. Information We Collect

NIT London may collect the following categories of data:

4.1 Personal Information

- Full name
- Date of birth
- Nationality
- Identification documents (Passport/ID)

4.2 Contact Information

- Email address
- Phone number
- Residential address

4.3 Academic Information

- Qualifications and transcripts
- Academic records
- Certifications

4.4 Financial Information

- Tuition fee payments
- Sponsorship details

4.5 Technical Information

- IP address
- Browser and device data
- Website usage (cookies)

4.6 Special Category Data (if applicable)

- Health or disability information for support services

5. How We Use Personal Data

Personal data is used for:

- Processing applications and admissions
- Delivering academic programmes
- Providing student support services
- Managing fees and payments

- Communicating with students and stakeholders
 - Compliance with legal and regulatory requirements
 - Improving services and website performance
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6. Legal Basis for Processing

NIT London processes personal data based on:

- Consent
 - Contractual necessity
 - Legal obligations
 - Legitimate interests
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7. Data Sharing and Disclosure

Personal data may be shared with:

- Awarding bodies (e.g., Pearson, Qualifi, OTHM)
- Partner universities and institutions
- Regulatory authorities
- Service providers and payment processors

All third parties are required to maintain strict confidentiality and data protection standards.

8. International Data Transfers

As a global institution, NIT London may transfer data internationally. Appropriate safeguards are implemented, including:

- Standard contractual clauses
 - Secure transfer protocols
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9. Data Retention

NIT London retains data:

- In accordance with legal and academic requirements
 - Only for as long as necessary
 - Securely disposed of when no longer required
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10. Data Security

NIT London implements appropriate security measures, including:

- Secure IT systems and encryption
 - Access control and authentication
 - Regular system monitoring and audits
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11. Rights of Individuals

Individuals have the right to:

- Access their personal data
- Correct inaccurate data
- Request deletion of data
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent

Requests should be directed to the Data Protection Officer.

12. Cookies and Website Usage

NIT London uses cookies to:

- Improve user experience
- Analyse website performance
- Track visitor behaviour

Users may control cookies through browser settings.

13. Third-Party Links

NIT London's website may contain links to external websites. The College is not responsible for the privacy practices of such websites.

14. Changes to This Policy

NIT London reserves the right to update this Privacy Policy. Updates will be published with a revised date.

15. Contact Information

For any queries regarding this policy, please contact:

Data Protection Officer

Northernhamshire Ilexford Tessor (NIT) College of Technology London

16. Complaints

If you are dissatisfied with how your data is handled, you may submit a complaint to the relevant UK data protection authority.

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