



Fairfield School of Business

info@fairfield.ac

Privacy Notice (Student)

October 2025

The following outlines your rights as a student or applicant to study at Fairfield School of Business (FSB) in relation to the processing of your personal data.

It should be read in conjunction with Version **3.6** of our Data Protection Policy, which can be found here: [School Policies - Fairfield School of Business](#)

It is not applicable to employees of FSB, who should consult the Employee Privacy Notice on the FSB Staff Portal.

Within this Notice:

- **Personal data** means any data which can identify you directly or indirectly (whether itself or when combined with other data), regardless of the format or media in which the data are stored. This includes data that can identify you when combined with other data that is held separately (pseudonymous data), but does not include data that has been manipulated so that you can no longer be identified from it (anonymous data).
- **Processing** means any activity relating to your personal data including collection, use, alteration, storage, disclosure and destruction.

Changes to this notice

We may update this notice at any time and may provide you with further notices on specific occasions where we collect and process personal data about you. You should check this notice regularly to take notice of any changes. Where any change affects your rights and interests, we will inform you and clearly explain what this means for you.

How we use your personal data

FSB may use and process personal data (including Special Category data and criminal offence data) both during and after individuals have worked or studied at FSB. Special Category data includes information held by FSB as to your physical or mental health or condition, your racial/ethnic origin, sexual orientation, political views, or religion.

Criminal offence data includes information on the commission or alleged commission of any offence by you and any proceedings for an offence committed or alleged to have been committed by you (including the outcome or sentence in such proceedings).

We may collect your personal data in a number of ways, including:

- Directly from you when you contact the FSB for information regarding its services, or provide preferences and requirements where you attend FSB events , or use FSB's facilities. This includes contact by phone, email, the FSB website, or on social media.
- from third-party organisations (e.g. from partners or service providers that we collaborate with for specific approved purposes).

We may obtain the following categories of personal data from third-parties:-

- Identifying data e.g. *usernames, names, email addresses*
- Tracking data e.g. *attendance records taken by contractor lecturers*
- Financial data e.g. *payment and student finance data collected by contractor finance staff*
- Medical and health information e.g. *sick notes*
- Professional information e.g. *employer or past academic references, academic record information for admissions purposes*
- Criminal data e.g. *enhanced DBS checks for health and social care courses*

The processing of your personal data for the below purposes is required for the performance of this contract between you and FSB, for FSB to meet its regulatory obligations and for FSB's legitimate interests including marketing, quality assurance, and ensuring safety and security of staff and students.

Further to the above, we may also ask for your consent for participation in some marketing activities (e.g. subscribing to marketing information along with our newsletter). If you provide this, you have the right to withdraw such consent at any time and you will not be required to provide an explanation.

The purposes for which FSB may process personal data (including Special Category data) include:

- the administration of your enrolment on and participation on a course, including the administration of examinations, the issue of results and certificates in connection with the course and (where applicable) the provision to your employer or other sponsor/corporate sponsor information about your attendance and performance on a course, and DBS checking where required for a course,
- the provision of FSB services and facilities to you and the protection of your health, safety and welfare whilst at FSB,
- the issue and operation of FSB's ID card in accordance with the conditions of the Student enrolment terms and conditions,
- the collection of tuition fees and other FSB fees,
- monitoring of our Equality Diversity and Inclusion Policy,
- arrangement and marketing of alumni activities,
- the provision of references about you,
- the provision of information to any regulator, government body or agency,
- for safety purposes, and
- the provision of information (to the Higher Education Statistics Agency, HESA¹) as part of FSB's statutory returns.

HESA information including linked data is used for four broad purposes: public functions, administrative uses, HESA publications and Equal opportunity, research, journalism and other processing in which there is a legitimate interest. For more information see the HESA Collection Notice on <http://www.hesa.ac.uk/fpn>

In some circumstances, it may be necessary for FSB to transfer your personal data to a country outside the European Economic Area (for example, if that is your country of origin). Such a transfer will only be made for the purposes specified above.

You should be aware that countries outside the EEA may not offer data protection law equivalent to that applicable in the United Kingdom and you consent to the transfer of data in these circumstances and for those purposes. Where we make such a transfer to a country that does not provide the same level of data protection as the UK, we will put appropriate measures in place to ensure your information is protected.

¹ [HESA - Experts in higher education data and analysis](#)

In some circumstances your personal data will be processed by a third party on our behalf – e.g. a work placement provider, a student recruitment agency, or contractor lecturing or administrative staff. Any such processing will only be done under a GDPR compliant processor contract requiring the third-party to only process the data in accordance with our written instructions.

FSB collects, processes, and stores criminal offence data about past convictions, including enhanced DBS check reports from APCS, details of unspent convictions, and full DBS certificates. This may be required for performance of your contract of enrolment with FSB, and the legitimate interest of protecting the safety of our staff and students. We do not keep a comprehensive record of criminal offence data.

Your data may be received by the following categories of third-party recipients:

- awarding bodies
- regulators and funding agencies
- debt recovery agencies instructed to recover outstanding fees
- contractor staff
- partner course and skill providers
- professional advisors e.g. our accountants, solicitors, quality assurance consultants, our DPO
- public authorities, statutory or regulatory bodies and law enforcement e.g. HESA, the police, UKVI.

FSB may make video and/or audio recordings of face-to-face and online lectures for training and quality monitoring purposes, which may include students' contributions to classroom discussions and expressions of opinion. These recordings may also be used by FSB for investigating suspected instances of misconduct or breaches of security.

In some circumstances, FSB may wish to use data in the form of photographs, or video or audio recording, of classroom situations as part of general marketing materials for example in FSB's annual report, prospectus or course materials. Video and audio recordings and any personal data alongside them will only be used in this way with your explicit consent, which you have the right to withdraw at any time.

If FSB does not process your data fairly, you may lodge a complaint with the Information Commissioners Office (ICO) here: <https://ico.org.uk/concerns/handling/> within 3 months of your last contact concerning the matter with FSB (or such other time limit as the ICO from time to time specify).

Lawful grounds for processing your personal data

We will only use your personal data when we are permitted to do so by law. Most commonly, we will use your personal data:

- **To perform a contract** that FSB has entered into with you, or to take steps before entering into a contract with you at your request (for example, by booking to attend an event, we will be required to collect, store, use and otherwise process information about you for any purposes deemed necessary for entering into or, for the performance of, your contractual agreement with FSB).
- **Where we have your consent** (for example, to provide you with any advice and information which you have requested).
- **To comply with FSB's legal obligations** (for example, to provide support for disability or health-related adjustments).
- **Where necessary for our legitimate interests** or those of a third party, provided your interests and rights do not override those interests.

We will only use your personal data for the reasons we collected it. If we need to use it for a different but related reason, we will only do so if that reason is compatible with the original purpose. If we ever need to use your personal data for a completely different reason, we will let you know and explain the legal basis for doing so.

How FSB keeps your personal data secure

We have put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way, or altered or disclosed. In addition, we limit access to your personal data to the persons and organisations, including those described above, who have a lawful and legitimate need to access it.

We have also put in place procedures to deal with any suspected personal data security breach and will notify you and any applicable regulator of a suspected breach where required to do so.

How long FSB will retain your personal data

We must only retain your personal data for as long as necessary to fulfil the purposes for which it was collected and to satisfy any legal, regulatory, accounting or reporting requirements. Specified retention periods are applied to each category of personal data that we may process about you. In setting these retention periods, have taken into account:

- The nature, sensitivity and volume of the personal data
- The potential risk of harm to you arising from FSB's continued retention of the personal data
- The purposes for which FSB may process your personal data
- Whether FSB is required to retain any personal data by law or in accordance with its legitimate interests

In some cases we may anonymise your personal data so that you can no longer be identified by it, in which case we may retain such data indefinitely.

If we receive notice of a legal claim or similar action, we may keep and use any relevant personal data for as long as needed to deal with and defend the claim. Although we may delete personal data after a claim has ended, please be aware that any documents disclosed or evidence given during legal proceedings may become part of the public record.

Your rights

You have a number of rights in relation to the processing of your personal data by FSB:

- **Access:** You have the [right to request access](#) to, and be provided with, a copy of the personal data held about you, together with certain information about the processing of such personal data, to check that FSB is processing it lawfully and fairly.
- **Correction:** You have the [right to request correction](#) of any inaccurate or incomplete personal data held about you.
- **Deletion:** You have the [right to request erasure](#) of any personal data held about you where there is no good reason for FSB to continue processing it, or where you have exercised your right to object to the processing of your personal data.
- **Restriction:** You have the [right to request restriction](#) of how FSB processes your personal data; for example, to confirm its accuracy or FSB's reasons for holding it or as an alternative to its erasure.
- **Objection:** You have the [right to object](#) to FSB's processing of any personal data which is based on the legitimate interests of FSB or those of a third party, based on your particular circumstances. You also have the right to object to FSB processing your personal data for direct marketing purposes.
- **Portability:** You have the right to receive or [request that FSB transfers](#) a copy of your personal data in an electronic format where the basis processing such personal data is your consent or the performance of a contract, and the information is processed by automated means.

- **Complaints:** You have the right to complain to the [Information Commissioner's Office \(ICO\)](#) in relation to how FSB processes your personal data.

FSB may be entitled to refuse any request in certain circumstances and where this is the case, you will be notified accordingly.

If FSB is using your personal data based on your consent, you can withdraw that consent at any time and you do not need to give a reason. However, if you do this, FSB may not be able to provide some services to you, or those services may be affected.

To keep your personal data secure, FSB may ask you to confirm your identity before dealing with any request about your personal data.

Your responsibilities

It is important that the data we hold about you is up to date and accurate. Please keep us informed of any changes that may be necessary during your relationship with us.

If you have a question or complaint about how your data is used, or you wish to submit a Subject Access Request:

To exercise any of these rights outlined in this, you must contact:
student.dataprotect@fairfield.ac

Fairfield School of Business

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