



The Inns of  
Court College  
of Advocacy

# Student Data Collection Notice

This document explains the main ways we use your personal information whilst you are a student at The Inns of Court College of Advocacy, and after you leave. It should be read alongside the ICCA's Privacy notice.

## What information do we hold about you?

The ICCA will keep a record of the information provided by you on application and enrolment. We will also maintain records about your studies at ICCA, and about your use of academic and non-academic facilities and services that we offer. This personal information will include (but is not limited to):

- Name.
- Contact details.
- Details of emergency contacts.
- Date of birth.
- Nationality.
- Ethnic origin.
- Academic background and qualifications.
- Academic record at ICCA, including details of qualifications awarded.
- Disabilities that you have disclosed to us.
- Medical information, such as information held by the Registry/Student Services.
- Fee invoice and payment records.
- Sponsorship details (if any).
- Use of ICCA's facilities.
- Disciplinary action taken against you.
- Digital photograph of you used to produce your student ID.
- Use of online services, such as Moodle, e-journals, and other electronic resources supplied by or on behalf of the ICCA (including IP addresses).
- Attendance at teaching and training events.
- Beneficiary Bank Details for payments of Scholarship/ Expenses /Tuition.
- Fee overpayments

## How do we use your information, what is the legal basis, and who do we share it with?

This [table](#) shows in a general way how your personal information will be used, what the lawful justifications are and the types of external parties we may share your information with. It is not

possible to provide an exhaustive list of all the specific activities where we use your personal information, but we have provided a separate [schedule](#) describing some of the main ones.

This notice below sets out information about Higher Education Statistics Agency Limited (HESA) and other controllers of your data, how and why they process your data, the legal bases for this processing, and your rights under data protection legislation.

<https://www.hesa.ac.uk/about/regulation/data-protection/notices>

## **How long do we keep your information for?**

Unless stated otherwise, we will keep your information based on the retention periods or criteria specified in the ICCA's [Records and Data Retention Schedule](#).

## **What are your rights and who can you contact if you have a concern?**

To find out more about how the ICCA deals with your personal information, including your rights and who to contact if you have a concern, please see the ICCA's core Privacy notice [here](#).