

# **Queen Elizabeth Sixth Form College Privacy Notice**

## **Notice about how we use your personal information**

We are the data controller of personal information about you. We are: Queen Elizabeth Sixth Form College. Our address is: Vane Terrace, Darlington, DL3 7AU.

Our Data Protection Officer is Chris Hammond. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Vane Terrace, Darlington, DL3 7AU, 01325 461315, [chammond@qeliz.ac.uk](mailto:chammond@qeliz.ac.uk).

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

We collect and use parent information under Article 6 (1) of the General Data Protection Regulation 2018:

*(c) processing is necessary for compliance with a legal obligation to which the controller is subject*

*(d) processing is necessary in order to protect the vital interests of the data subject*

## **Parental Information**

### **The information that you give us:**

As part of your role as parent/guardian to our applicant/student we will collect your personal information such as name, address, telephone numbers and email address.

### **The uses made of your personal information**

We will use your information to manage and administer applicant/student's education. This will include contacting you about any incident we feel necessary to inform you about, keep you updated on progress and other performance related matters, safeguarding concerns and any other information we feel you need to be aware of. We will also use your email address where provided to give you secure access to an online portal where you can access information about the student's progress at College.

### **The legal basis on which we collect and use your personal information.**

Generally, the information is processed as part of our public interest task of providing education to your dependant.

### **How long we keep your personal information.**

Retention of records is based on the principle that your personal data will not be kept for longer than is necessary. The College operates within statutory and best practice timescales for the retention of parent/guardian data. The following timescales all commence two years after the end date of the academic year in which the student enrolls with us.

- Personal information 3 years

### **How we share your personal information.**

We do not share information about our parent/guardians with anyone without consent, unless the law and our policies allow us to do so.

### **How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe.

### **YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

### **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.