

# 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 student 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***

We also collect the information to meet the requirements of the *Funding guidance for young people (Funding regulations)* published by the Education & Skills Funding Agency which can be found here <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

## **Admissions/Applicants**

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

As part of your admission to the College we may collect your personal details including: name, address, date of birth, email address, first and second language, work assessment data, dates of attendance, exam/test results, ethnicity, health information, sex-related information and special needs details.

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

We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for assessments, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other colleges your attendance dates if you leave.

### **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 you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### **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 student applicant data. The following timescales all commence two years after the end date of the academic year in which they apply to be a student. If the student enrolls at Queen Elizabeth Sixth Form College, then the 'Student Administration' section will supersede this section.

- |  |         |
|--|---------|
| ○ Personal information                           | 2 years |
| ○ Personal characteristics                       | 2 years |
| ○ Special educational needs                      | 2 years |
| ○ Safeguarding information                       | 2 years |
| ○ School behavioural and performance information | 2 years |

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

We do not share information about our student applicants 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.

## **Student Administration**

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

As part of our administration of the College we may collect your personal and educational details including: name, address, date of birth, photograph, email address, first and second language, work-assessment data, dates of attendance, exam/test results, ethnicity, health information, sex-related information and special needs details.

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

We will use your information to manage and administer your education. This will include information for marking registers, class lists, trip lists, communications, reports, employer information (for example for apprentices and day release students) and to identify pupils who cannot be used for marketing photos.

### **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 you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

### **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 data. The following timescales all commence from the date a student completes their education at Queen Elizabeth Sixth Form College as whilst they are a current student, we will hold this information:

- |   |                            |
|---|----------------------------|
| ○ Student personal information and characteristics      | 3 years                    |
| ○ UCAS references                                       | 3 years                    |
| ○ Assessment and attendance data                        | 3 years                    |
| ○ Special educational needs information                 | 8 years (or until aged 25) |
| ○ Safeguarding information                              | 8 years (or until aged 25) |
| ○ Pre-16 school behavioural and performance information | 1 year                     |

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

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

We share students' data with the Department for Education (DfE) and the Education & Skills Funding Agency on a statutory basis. This data sharing underpins funding and educational attainment policy and monitoring. We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information about Individual Students) (England) Regulations 2013.

The Department and the Agency have robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Who do we share student information with?**

We routinely share student information with:

- Department for Education (DfE)
- Education and Skills Funding Agency
- JCQ and examination boards
- Local authority

We occasionally share student information with:

- Your previous school
- ALPS
- Six Dimensions
- NCOP
- Social Services
- Police
- Newspapers (exam result information – you can be excluded from this upon request)

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

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

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

## **Teaching**

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

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create as well as commentary on your progress and any other teaching related information. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

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

We will use your information for the purposes of teaching you and measuring your achievements.

### **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 you.

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

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- |                             |                            |
|-----------------------------|----------------------------|
| ○ Submitted work            | 3 years                    |
| ○ Personal information      | 3 years                    |
| ○ Personal characteristics  | 3 years                    |
| ○ Special educational needs | 8 years (or until aged 25) |
| ○ Safeguarding information  | 8 years (or until aged 25) |

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- the purpose for which it is required
- the level and sensitivity of data requested: and
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### **How we transfer your personal information outside Europe.**

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

## **Marketing**

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

For marketing purposes we collect: names, addresses, dates of birth, email addresses, former school information and year group.

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

- Invite you to events
- Update you on College activities
- Communicate with you about your interest in the College

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

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the "soft opt in" and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe).

Any other marketing we carry out will be on the basis of consent.

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

- Contact information 2 Years

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

If you did not enrol with the College after subscribing to marketing then we would not usually share your information with any third parties.

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

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

## **WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS**

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

## **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.