

Privacy Notice for Students / Student Applicants at Scarborough Sixth Form College

Notice about how we use your personal information

We are the data controller of personal information about you. We are: Scarborough Sixth Form College. Our address is Scarborough Sixth Form College, Sandybed Lane, Scarborough, YO12 5LF

Our Data Protection Officer is Kelly Tate. 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 dpo@s6f.org.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.

The categories of information that you give us

Student Applicants and Enrolled Students

As part of your application to the College we collect data about you that includes

- Personal details such as (name, preferred name, address, date of birth, email address, telephone number)
- Characteristics such as (language, religion, ethnicity, nationality, country of birth, gender)
- Health information and special educational needs details that have been disclosed to us
- Assessment Information such as (School/s attended, dates of attendance, exam/test results on entry, behaviour record) as well as the course/s you have applied for.
- Information obtained for safeguarding purposes

Enrolled Students Only

As a student of the College we collect additional information about you, in addition to the above.

- Student union membership, sports team membership, student email address
- Work assessment data such as predicted and actual grades
- Dates of attendance at college as well as attendance information for individual sessions, absence information including reasons
- Ethnic origin, health records/conditions (including mental health), doctor's details
- Behaviour record including comments from teachers and guidance support tutors
- Special educational needs details and sex-related data.]
- Information relating to pastoral support such as reviews, information advice and guidance in relation to careers/university, UCAS references and safeguarding information (where applicable)
- Risk assessments / support plans for students with special educational needs (and details of EHCP's where applicable)

In order to manage the financial affairs of the College we collect and hold the following information about you: [funding information, bank details, pre-pay card information (to use in cafeteria)]. Furthermore where you are eligible for student financial support from the student support fund/guaranteed bursaries/free school meals we will need to collect additional details from you such as household income / tax credit note / income support letter as proof of entitlement.

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 other materials (both physical and electronic) that you create that include your personal details such as your name. Furthermore we collect and distribute to you exam results and certificates that we receive from awarding bodies.

When you use the IT systems we provide you with access to, we will process the data you input.

To maintain our Alumni network we collect and hold the following information about you: [name, address, date of birth, former school, positions and interests held at school and reports.]

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

The lists above are meant to give detailed examples but are not exhaustive, for further information please contact the college's data protection officer.

The uses made of your personal information

In general terms we will use your information to manage and administer your education whilst at Scarborough Sixth Form College. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for teaching you and measuring your achievements, 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, trip lists, communications, reports, employer information (for example for apprentices and day release students) to consider whether special provision or assistance is required for exams and visits, to identify pupils who cannot be used for marketing photos and to be able to tell other colleges your attendance dates if you leave.

We will use your information to ensure your place is appropriately funded. Where applicable we will use the information you provide to pay you or to receive payment from you. If you are eligible for the student support fund we will use the information you provide in relation to this to check you are entitled to this support and where necessary use this as evidence as part of any audit we are subject to.

We will contact you after you have received your results to ask you about your destination.

We will use your information to manage and administer our Alumni network. This will include: contacting you on occasion about alumni events and news, as well as to keep your details up to date.

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

Generally, the information is processed because it is necessary for us to comply with a legal obligation that we are subject to, or it is necessary to process it 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.

We process data on the basis of consent when we carry out direct marketing and where we use photographic images for marketing purposes, as well as for Alumni 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).

How long we keep your personal information.

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply for a place at the college, but you do not enrol as a student, we will keep your personal information for 12 months following the start of the academic year.

When you are an enrolled student, we will keep your personal information for as long as you attend college and then after you leave, we have a range of retention periods depending on the type of

information held. For further details of these retention periods please contact the college's data protection officer.

How we share your personal information.

Student Applicants and Enrolled Students

We routinely share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

[●] ESFA (Funding Body)

Purpose

[●] to dispose of our legal obligations with regard to the funding we receive

Organisation / type of organisation:

[●] The school you attended

Purpose

[●] to enable them to complete destinations reports and for us to get results information from them about you

Organisation / type of organisation:

[●] Exams Boards

Purpose

[●] in order to register you with the exam board so that you can sit the exams required to complete your course

The list above is meant to give some examples of organisations/types of organisations that the college shares data with but is not exhaustive, for further information please contact the college's data protection officer.

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.