

General Data Protection Regulation (GDPR) May 2018: Privacy Notice for Students

How we use your personal information

Purpose

We collect and hold personal information relating to you during our enrolment process and may also receive information about you from your previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate pastoral care; and
- assess the quality of our services

We collect the data to meet statutory obligations, to help protect the vital interests of our students and to perform contractual obligations for teaching purposes.

We comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

What information do we collect?

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information and where you go after you leave us. We also collect personal characteristics such as your ethnic group, any special educational needs you have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

We take your photograph for use on your student card to keep you safe whilst on college campus.

We may also take your photograph for internal educational purposes related to your course, we will not share this photograph publicly without your consent.

Any **sensitive** personal information we collect from you will never be supplied to anyone outside the College without first obtaining your consent, unless required or permitted by law.

Who collects the information?

Information is collected by college staff who have had specific training in data handling and are aware of the requirements to treat personal data in a private and secure manner.

How is the information collected?

The information is collected primarily during our enrolment process via paper or electronic means. We may also collect data from the Learning Records Service relating to personal learning records for individuals over the age of 13.

Why do we collect the information?

We collect the information for academic purposes only to register students' participation on a course of study and provide a valid certificate of achievement on its completion.

Do we share your information with parents, carers or guardians?

Young people aged 16 and over can decide for themselves and give consent for the processing of their personal information. Parental consent is not required therefore to undertake a course. There may be exceptions with regards to students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

The College has found that it is very beneficial to you as a young student if we are able to engage with your parent/s (or guardian/carer). Therefore, it is very important that we have these details recorded on our systems.

How do we store your information?

The College stores information about students manually in secure filing cabinets and on the College's computer network and on web based services. Access to computerised data is restricted to you, your parents/carer and appropriate staff, and is password protected.

How will it be used?

The information is accessed only to support your learning. For this purpose, we may use personal data to contact students to inform them of new learning opportunities, specific events, open evenings and enrichment opportunities. We may also use the data to offer course enhancements that improve learning and employability.

The college does not use any automated systems for decision making in relation to your eligibility for a course of study.

Who will your data be shared with?

The law requires us to pass on certain information about you to the local authority who have responsibilities in relation to the education or training of students under 19 years of age. We may also share certain personal data relating to students aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so.

We do not share or transfer your data with any other country.

We also share your information with other organisations that provide services to enhance your learning experience, in such instances the college will have a strict data sharing agreement that protects the third parties use of your data.

If you are completing a Higher Education course at the college we will share your personal information with the awarding University. This is a requirement for the award of your qualification.

We also share your information with the Education and Skills Funding Agency (ESFA)

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to - <https://www.gov.uk/government/publications/lrs-privacy-notice>

What will be the effect of this data sharing on you?

There should be no effect on students other than to improve their learning experience, however the college recognises the sensitivity of releasing information to third parties.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Will sharing the data in this way cause you to object or complain?

We pass information on only for the benefit of your learning, we do not pass on information to third parties for the marketing of goods or other paid for services.

How long do we keep your records?

We retain student records for a maximum of 7 years with the exception of ESF funded courses which are retained until 31st December 2030

We retain records only for the benefit of students, funding obligations and records of learning.

Your rights in relation to the data we hold

Subject Access Request (SAR) – you may request copies of all the information the college stores relating to you including details relating to the rights of data subjects. For initial queries the College does not charge a fee for SAR requests however further fees may apply under certain circumstances.

We will provide the data requested within 30 days of the request.

Right to correct data – you may ask for data held by the college to be corrected where applicable

Right to erasure (the right to be forgotten) – you may request the college to delete all information relating to you where the data is no longer needed for its original purpose.

Right to restrict processing – you may request that the information we store is strictly limited in use to the sole purpose of continuing or completing their course of study. In this circumstance we will not pass on any information to third parties other than the statutory bodies described in this document

Right to data portability – you may ask to receive a copy of all information held by the college in a common format to allow transfer to another organisation.

Right to object – you may object to our use of their data on certain grounds.

Right to complain – you have the right to complain if the college has used your data in a manner that has infringed your rights. This can be directly to the college in which case we will do all we can

to satisfy the complaint, alternatively a complaint can be made directly to the Information Commissioners Office.

To exercise any of these rights please contact the 'Data Controller' in writing using the address at the end of this document.

To raise a concern with the Information Commissioners Office please access the following web page - <https://ico.org.uk/concerns>

Our legal right to process your data

Most of the information we collect is necessary for your enrolment as a student or is required by law in meeting our legal obligations from government organisations. You must provide it in order to enrol at the College.

We use your data for specific purposes, for a list of the processes involved and our legal right to process your data please see - **GDPR Appendix 7 - Legal Basis for Processing Data**

Our responsibilities

The College as a corporate body is the data controller under the Data Protection Act, and the Board of Governors is therefore ultimately responsible for implementation.

The designated data controller who is appointed to ensure compliance with the Act and responsible for the safe use and storage of data under the GDPR is the Director of Human Resources; and appointed to deal with day-to-day matters is the Director of Information Technology

The college is registered as a data controller through the Information Commissioners Office, our registration reference is - ZA123693

Identity and Contact Details

Data Controller - The City of Liverpool College, Roscoe St, Liverpool L1 9DW.
Tel: 0151 252 1515

Data Protection Officer - Bill Harrop, Director of Human Resources.
Tel: 0151 252 3959
email - bill.harrop@shared-ed.ac.uk

Data Protection General Matters - Ken Ryan, Director of Information Technology.
Tel: 0151 252 3109
email - ken.ryan@shared-ed.ac.uk