

## Parent/Guardian/Carer and Third Party Privacy Notice

This privacy notice is issued by The Blackpool Sixth Form College. It is to inform individuals how their personal information will be collected and processed when they engage with the college.

### The Blackpool Sixth Form College data processing registration

Registration Number: Z5758025

Date Registered: 03 December 2002

Data Controller: The Blackpool Sixth Form College

Address: Blackpool Old Road  
Blackpool  
FY3 7LR

Email address: [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk)

Website: [www.blackpoolsixth.ac.uk](http://www.blackpoolsixth.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.

Blackpool Sixth collects and processes personal data to effectively manage and support student learning to meet its statutory obligations as a Sixth Form College (SFC) and is committed to being transparent about how it collects and uses data and protects individual’s privacy.

### Parent/Guardian/Carer Privacy Statement

#### Why are we providing this notice for you and who can you contact?

On occasion we are provided with personal information about individuals by other individuals engaging with Blackpool Sixth Form College. The most common reason for Blackpool Sixth being given these details is that they may have been provided as

- a parent/guardian or emergency contact for a student who has applied or enrolled at the college or,
- an emergency contact for a member of staff.

The information provided to us is referred to as ‘Third Party’ as we have not had direct contact with the individual the personal information belongs to. This notice will inform you about the data we could hold about you and how we use it. It has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018

## **What personal information does Blackpool Sixth collect?**

The following points give you an indication of the personally identifiable data we ask for and therefore could hold about you if your information has been provided:

- Contact details: including name, address, telephone, email

## **Why do we hold and how do we use personal data?**

Blackpool Sixth will request contact information for parents/guardians and/or emergency contacts of students and staff as part of its duty of care to all students and staff of the college. We do not share this information. It is held for the purpose of contacting you in the event we need to.

There are further requirements for Blackpool Sixth to hold data on parents/guardians and emergency contacts for students under 18 which have been detailed below:

### **Bursary Applications**

The college will also request parents to provide household financial documentation to support student bursary applications.

## **How is this information collected?**

Most of the information above is collected directly from a student application form, bursary application form or an employment application form.

## **How is this information used?**

### **Parents/Guardians/Carers**

The college has found that it is very beneficial to the young person's progress as a student, if the college is able to engage with the parents (or guardian/carer). Therefore, it is very important that we have the parents' details recorded on our systems.

### **Third Party**

Third party details for staff will only be used in the event of an emergency and a next of kin needs to be contacted.

## **Where do we store data?**

Data will be stored in a range of different places, including the student information management systems, on paper stored in secure places, or on electronic documents within a secure network.

## **Who has access to data?**

Your information may be shared internally, including with any college staff who need the data to provide services to the student. This will include special categories of data where appropriate.

### **Do we process data outside the EEA?**

The college will not transfer your data to countries outside the European Economic Area.

### **CCTV and Images**

The college uses CCTV on its premises and will also collect your photograph for the purpose of identifying and protecting our students, staff and premises. This data may be shared with the police and other agencies where the college is required or permitted to do so by law.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Protection policy is available to view on our website.

### **For how long does the organisation keep data?**

All data collected and processed on behalf of the ESFA will be held for as long as we are legally required to do so. Other data will be held as long as is necessary to fulfil our duty as a college. Any data provided by consent may be deleted on request. The retention period for data and documents can be found within the college's Data Protection Policy which is available electronically on request from the website.

### **What rights do you have?**

As a data subject, you have a number of rights. You can

- access and obtain a copy of your data on request using the Subject Access Request form available by emailing [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk) or from the college website;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing;

If you would like to exercise any of these rights, please contact the data protection officer at [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk).

### **Who can I complain to?**

If you believe that the college has not complied with your data protection rights, please contact the college Data Protection Officer, [dpo@blackpoolsixth.ac.uk](mailto:dpo@blackpoolsixth.ac.uk).

If we cannot resolve your complaint you can complain to the Information Commissioner. <https://ico.org.uk/make-a-complaint/>

### **Do we change our Privacy Policy?**

We will review this policy bi-annually in-line with the Data Protection Policy as a minimum and will post any updates on this webpage.

### **Changes to this Statement**

It is important that the personal data we hold about you is accurate and current.

Any changes we may make to our privacy policy in the future will be posted on this page.

February 2019