

Student 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

Website: 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.

Student Privacy Statement

What personal information does Blackpool Sixth collect?

We collect the following personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet our legal obligations with the Education and Skills Funding Agency (ESFA) and in order for us to carry out our public task to provide education and training.

Personal data can include

- personal details about yourself including your name, date of birth, sex and gender;
- characteristics such as ethnicity, nationality, information about medical or health conditions, including whether or not you have a learning disability or difficulty;
- contact details – including address, telephone number and email address;
- information about your residency, and previous address (if applicable);
- photograph for membership card purposes
- disciplinary records
- biometric data (fingerprint) for cashless catering purposes if parental consent given

- details of your previous qualifications and educational history;
- household financial information to support bursary applications
- We collect parent/guardian details for those under 18 at the start of the academic year under GDPR Article 6e (Public Task) in order to support our duty to support the education and learning as fully as possible.
- We collect emergency contacts under GDPR Article 6d (Vital Interests) and also as directed by Department of Education (DfE) guidance.

We also collect data about criminal convictions in order to protect vital interests of others (GDPR Article 6d (Vital Interest) and also in order to carry out our duty to support those with a conviction GDPR Article 6e (Public Task).

This data is kept securely and separate from general student records and is only available to identified staff from the safeguarding team. If a student does not provide information about a criminal conviction or offence and this is later disclosed to the college it may result in removal from a specific course or exclusion from the college.

How is this information collected?

Most of the information above is collected directly from yourself via an application or enrolment form. However, some information such as previous qualifications, or special needs, may be collected from other organisations such as the DfE, the Local Education Authority, Social Services or your previous school.

How is this information used?

Student applicants

Blackpool Sixth will use your details to determine and apply admissions criteria, process applications for admission, and monitor overall student numbers.

Students

The college will use your details to fulfil our learning agreement with you and for our public task to deliver educational programmes. We will use your information for setting assessments, marking/grading assessments and reviewing marks/grades awarded in response to notifications of mitigating circumstances

The Additional Support Team will use the information gathered to identify support needs and any required reasonable adjustments. Where appropriate support plans will be negotiated with students and shared with identified staff to inform teaching and support strategies. The Additional Support Team will receive Education, Health and Care Plans and other educational and/or medical documentation from parents, schools, health professionals and local authorities and will identify college staff who these will need to be shared with.

To enable the Additional Support Team to fully support students they may actively contact parents and other relevant professionals to make a request for information

relating to educational support needs. These will be shared with the college to help inform support plans. These plans will be shared with identified academic and support staff.

Parents

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.

Work Experience Placements

The college will process students' name, date of birth, parent's details, emergency contact details, course details and any health, well-being and educational needs so that we can facilitate a work experience placement. We will use this information to confirm student placement details with their parent and the employer. We will also use the details to conduct risk assessments on placements and monitor attendance.

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.

Your photograph or video may also be taken and used as part of promotion of the college events or activities taking place at the college. You will be informed if photographs or video is being taken so you can refrain from being include if you wish to.

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.

Why does the organisation need to process personal data?

The college needs to process data so we can provide you with the highest standards of education and training we are able to give, and to meet its legal obligations from government organisations including the Department for Education (DfE).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, disability or health, this is done for the purposes of equal opportunities monitoring and monitor our service provision to improve our services to specific groups. We also use the data so we can personalise the

provision to each student to provide them with the best possible opportunities to succeed. Any information that has been supplied under the lawful basis of consent, consent can be withdrawn at any time, by contacting the data protection officer.

Contact details will not be used by the college for marketing or survey purposes without your consent, which can be withdrawn at any time. However, will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination information.

Who has access to data?

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

Where the college engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and they are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Data is shared with awarding bodies to register individuals for qualifications and to make examination entries.

The college also shares your data with third parties where there is a legal obligation, including Education Skills Funding Agency (ESFA), the Learner Records Service (LRS) and Lancashire County Council (LCC) and Blackpool Council (BC) for students aged 16-18 with Education Health and Care Plans.

Data may be shared with other educational and welfare organisations (e.g. schools and local authorities) and other partner organisations (including employers, other work-placement providers and those that provide learning opportunities on behalf of the college) as appropriate for the legitimate purposes of providing the best possible learning experience for the individual.

For school leavers, the college also shares your data with your previous school, to inform them of your progress after you have left both school and college.

ESFA Data Sharing Agreement:

We are contractually obliged to pass your data to the ESFA. For this data they are the 'Data Controller'. Below is their privacy statement:

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For

the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data, are available at: information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Learning Records Service Data Sharing Agreement:

The college will use your data to obtain a Unique Learner Number (ULN) for you from the Learner Records Service.

The information you supply to the Learning Records Service will be 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.

*For more information about how your information is processed and shared refer to the Extended Privacy Notice available on GOV.UK
<https://www.gov.uk/government/publications/esfa-privacy-notice>*

Do we process data outside the EEA?

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

How does the college protect data?

The college takes the security of your data seriously. The college 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 college 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 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;
 - object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use "legitimate interests" as grounds for processing in a very few situations.
 - withdraw consent for us to use your data for direct marketing
- If you would like to exercise any of these rights, please contact the data protection officer at 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.

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

What if I do not want to provide personal data?

Failure to provide data required to meet legal obligations will result in us not being able to enrol you as a student. Failure to provide other information (except that requiring consent), for example learning difficulty information, may result in the college being unable to provide the standard of service we would wish to provide.

Does the college use automated decision-making?

No decisions are based solely on automated decision-making.

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. Please keep us informed if your personal data changes during your relationship with us.

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

February 2019