

Privacy Notice (How we use student information)

This Privacy Notice is for when you have enrolled and signed a Learning Agreement when you are applying to study at the College a different Privacy Notice applies.

The categories of information that we collect, hold and share include:

- personal information e.g. name, date of birth, contact details;
- personal information under special categories e.g. ethnic origin, nationality;
- academic activities and progress e.g. courses being studied and the marks obtained;
- attendance e.g. individual attendance at lessons, overall course attendance;
- exams e.g. exam entries, timetables;
- exams under special categories e.g. medical information for special consideration requests;
- pastoral care e.g. memos from your tutor to support your study;
- pastoral care under special categories e.g. notification of absence could contain medical information;
- counselling services e.g. memos taken when seeing a counsellor;
- counselling services under special categories e.g. memo taken when seeing a counsellor about sexual orientation.
- references supplied e.g. academic reference from previous school;
- evidence of eligibility for funding e.g. copy of passport.

Why we collect and use this information

We use your data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to offer continuity of support via counselling services
- to assess the quality of our provision
- to comply with the law regarding data sharing

The lawful basis on which we use this information

- Legal obligation: the processing is necessary to comply with the law
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- Processing is necessary for reasons of substantial public interest

Collecting your information

The majority of information you provide to us is mandatory. If information is provided to us on a voluntary basis we will inform you whether you are required to or if you have a choice.

CCTV is present on the College site externally, internally in corridors, workspaces, classrooms and student common areas to help ensure the safety and aid in the prevention of actions that could be of detriment to all.

Storing your data

The majority of information you provide to us will be retained for 7 academic years after you leave the College, under our legal obligations. Where information is only related to delivering your education it will be retained for up to 7 academic years depending on the category of data.

Who we share your information with

We routinely share information with:

- Examination boards for courses you study
- The Secretary of State for Education acting through the Education and Skills Funding Agency (ESFA) an executive agency of the Department for Education (DfE)
- Local Education Authority
- Learner Records Service (LRS)
- Student Loans Company (SLC)
- eSafeguarding - Disclosure and Barring Service (DBS) checks
- MiDES service from RCU and the Association of Colleges (AoC)
- ParentPay
- Six Dimensions – Peter Symonds College
- Employers you may apply to
- Educational establishments you may apply to

Why we share your 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 student data with the Education and Skills Funding Agency (ESFA) on a statutory basis. This data sharing underpins funding and educational attainment policy and monitoring.

We share your data with ParentPay to enable you or your parents to set up an account that can be used to pay the College for various goods and services, including cashless catering. If you leave College, we will no longer share your data with ParentPay.

If we can identify a clear benefit to our students and the deployment of our provision and the data will be transferred, stored and processed in accordance with the GDPR, and data will not be further shared unless at an aggregated level.

Only if you have entered an agreement with the Students Loans Company for an Advanced Learner Loan will we share the agreed information with them.

Only if you are taking part in work placement/experience in a setting like a nursery, where they require you to have a DBS check will one be performed. The majority of information you will supply directly to the provider of the check.

If it is in the interest of our students and their progression, the College will share information with future employers or education providers.

Data collection requirements and privacy notices:

To find out more about the data collection requirements placed on us by the ESFA for the Individualised Learner Record (ILR) visit:

www.gov.uk/government/collections/individualised-learner-record-ilr

To read the ESFA Privacy notice visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

To find out more about the Learner Records Service visit:

www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents

To read the Learner Records Service Privacy notice visit:

www.gov.uk/government/publications/lrs-privacy-notices

To find out more about the Student Loans Company or Advanced Learner Loans visit:

www.slc.co.uk/students-and-customers/students-from-england.aspx

<https://www.gov.uk/advanced-learner-loan>

To find out more about ParentPay visit:

<https://www.parentpay.com/privacy-policy/>

To find out more about our Local Education Authority visit:

www.worcestershire.gov.uk/privacy

To read the Worcestershire County Council Privacy Notice visit:

www.worcestershire.gov.uk/downloads/file/2991/worcestershire_county_council_full_privacy_notice

To find out more about MiDES visit:

<https://mides.rcu.co.uk/mides-reports>

Updates

The College may amend this Privacy Notice, if however the College substantially changes the way we use your personal information, we will amend this notice to notify you of the changes.