

## **Privacy Notice (How we use student applicant information)**

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

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

- personal identifiers such as your name, date of birth and gender
- contact details – including address, telephone number and email address
- details of your previous qualifications, employment and educational history
- information about your nationality and residency
- characteristics (such as ethnicity, country of birth, and optionally language, religion, and free school meals eligibility)
- information about medical or health conditions, including whether or not you have a learning disability or difficulty and examination access arrangements
- safeguarding information received from your previous institution
- references supplied e.g. academic reference from previous school
- data about any criminal convictions

### **Why we collect and use this information**

We use your data:

- to facilitate enrolment
- to advice on suitability of programme
- to advice on eligibility for funding or Advanced Learner Loans
- to monitor and report on application progress
- to provide appropriate support
- to assess the quality of our provision

### **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 until the last possible date for enrolment. Before enrolling you can exercise your right to erasure, if applying online you can do this yourself, otherwise by making the request to the relevant admissions department. If you enrol then it will be held 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:

- Local Education Authority
- ParentPay
- Learner Records Service (LRS)
- Student Loans Company (SLC)
- Third party services such as MailChimp and TextAnywhere
- eSafeguarding - Disclosure and Barring Service (DBS) checks

## **Why we share your information**

We do not share information about our applying students with anyone without consent unless the law and our policies allow us to do so.

If we can identify a clear benefit to our applying student 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 are entering an agreement with the Students Loans Company for an Advanced Learner Loan will we share the agreed information with them.

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. We do this before you enrol so that it is in place for when you enrol and may wish to make use of ParentPay facilities. If you do not enrol at College, we will no longer share your data with ParentPay.

Worcester Sixth Form College currently transfers your email addresses to the United States in relation to the use of MailChimp to manage email communication. This enables us to contact you to fulfil our legal duty.

Only if you are planning to take 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.

## **Data collection requirements and privacy notices:**

To find out more about the Learner Records Service visit:

<https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>

To read the Learner Records Service Privacy notice visit:

<https://www.gov.uk/government/publications/lrs-privacy-notices>

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

<https://www.gov.uk/student-finance>

<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](http://www.worcestershire.gov.uk/privacy)

To read the Worcestershire County Council Privacy Notice visit:

<https://www.worcestershire.gov.uk/downloads/file/2991/worcestershire-county-council-full-privacy-notice>

## **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.

Date of next review – February 2023