

Privacy Notice

Student Applicants

Categories of information that we collect, hold and share include:

- personal identifiers such as your name, Unique Learner Number (ULN), date of birth, gender and ID card photo
- contact details – including address, telephone number and email address
- details of your previous qualifications, employment and educational history
- information about your nationality and residency
- information about medical or health conditions, including whether or not you have a learning disability or difficulty
- characteristics (such as ethnicity, country of birth and free school meal eligibility)
- any safeguarding information that you provide on your application
- images taken on CCTV (if you attend college in person)

Why we collect and use this information

We use the applicant data:

- to carry out the applications process
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding safeguarding, data sharing and entitlement to study

The lawful basis on which we use this information

We collect personal data under GDPR Article 6 Legal Obligation and Public Task in order to meet our legal obligations with the ESFA (Education and Skills Funding Agency). Use of this data is also necessary in order for us to carry out our public task to provide education and training.

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

We collect emergency contacts in order to safeguard and promote your welfare under GDPR Article 6 Vital Interests.

We collect parent/guardian/carer contact details and share with them information on student progress under GDPR Article 6 Public Task in order to fulfil our duty to support students' education and learning as fully as possible.

We collect special category data, such as ethnicity, to fulfil our statutory duties to the Department for Education (DfE) in the substantial public interest GDPR Article 9(g), in order to fulfil the three

aims of the Equality Duty contained within the Equality Act 2010 and to offer support where necessary.

How we collect your information

We collect applicant information initially via your application and also as a result of interviews or further contact with the College. Following initial application, you are able to request an update to your details by contacting the College.

Whilst the majority of applicant information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing your data

We hold information about applicants for seven years after the student has left college. Unless there is a legal reason requiring us to keep the information longer.

If the applicant does not enrol at college some basic application data will be anonymised for statistical analysis. All personal identifiable data will be deleted within 4 months of the start of the academic year.

International transfer of your data outside of the EEA

All of our Colleges currently use MailChimp to manage email communication. We transfer your e-mail address to the United States to facilitate the use of MailChimp and manage email communication. A Data Sharing Agreement is in place and regular checks are made to ensure your data is kept safe.

Who we share your information with

Your information may be shared internally with College staff who need the data to provide services to applicants. This will include special categories of data where appropriate.

Your application may also be shared with other colleges within the MAT, if appropriate to do so.

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

We may share your information with external agencies where there is a safeguarding need identified.

Why we share applicant information

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



In the event that there is a safeguarding need identified we may share your information with relevant external agencies.

LRS Privacy Notice

The Learning Records Service provides a Unique Learner Number (ULN) to individual learners and a Personal Learning Record. To facilitate this, we share some of your personal data with the Learning Records Service (LRS).

Please see the full text of latest LRS privacy notice at: [LRS privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/LRS_privacy_notice_-_GOV.UK.pdf)

Requesting access to your personal data

Under data protection legislation, applicants have the right to request access to information about them that we hold. To make a request for your personal information use the contact information below.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at Heart of Mercia, or, the Data Protection Lead at the relevant college:

- Heart of Mercia Multi Academy Trust Data Protection Officer: dpo@heartofmercia.org.uk
- Hereford Sixth Form: dpo@hereford.ac.uk
- King Edward VI College: dpo@kedst.ac.uk
- Worcester Sixth Form College: dp.officer@wsfc.ac.uk