

## **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 identifiers such as your name, date of birth, unique learner number (ULN), 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
- 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
- academic activities, progress and behavioural information e.g. courses being studied and the marks obtained
- attendance e.g. individual attendance at lessons, overall course attendance, number of absences and reason for absence
- exams e.g. exam entries, timetables
- pastoral care e.g. memos from your tutor to support your study
- safeguarding information (personal welfare and pastoral support records) including those received from your previous institution
- references supplied e.g. academic reference from previous school
- 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
- data about any criminal convictions
- details of potential incidents in connection with use of college network and computers (user login ID and screenshot of user's screen at the moment the incident occurred)
- images taken on CCTV
- with your consent we may use photographs or video containing your image in College publications, on the College website and (where appropriate) on the College's social media channels

If a remote lesson is recorded the following categories of information are collected;

- audio of lessons and individual sessions including any comments, conversations with the teacher, questions or answers given (voices) when providing remote lessons
- video images of the class when lessons are remote and video footage of the classroom

## **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 administer examinations
- to enable application processes (e.g. UCAS)
- to keep students safe
- to assess the quality of our provision
- to comply with the statutory duties placed upon us by the Department for Education
- to comply with the law regarding safeguarding, data sharing and entitlement to study
- to monitor as appropriate use of the College network and systems in accordance with the IT Acceptable Use Policy

## **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 Education and Skills Funding Agency. Use of this data is also necessary for us to carry out our public task to provide education and training.
- We collect criminal conviction data under GDPR Article 6 Vital Interest, in order to protect vital interests of others.
- 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.
- We collect special category data, such as ethnicity and religion, to fulfil our statutory duties to the Department of Education (DfE) in the substantial public interest GDPR Article 9(g), in order to fulfil three aims of the Equality Duty contained within the Equality Act 2010 and to offer support where necessary.
- We collect and share data relating to safeguarding and potential incidents in connections with College network use under GDPR Article 6 Vital Interest, duties imposed by law and in order to fulfil statutory guidance such as Keeping Children Safe in Education.

## **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. Student information is initially collected via application and enrolment forms. Following initial collection you are able to request an update to your details via the student portal or by contacting MIS.

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. Some students may be required to use the Freedom Leisure facilities (located at Nunnery Wood Sports Complex) for some of their lessons, where CCTV is also present for Safety purposes.

## **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.

Digital data such as lesson recordings will be stored in the College's private M365 account.

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

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.

## **Who we share your information with**

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

We may share information with:

- Schools students attended before enrolling with us
- Colleges that the students attend after leaving us
- Awarding bodies and UCAS
- Department for Education (DfE)
- Local Education Authority
- Learner Records Service (LRS)
- Student Loans Company (SLC)

- External agencies related to safeguarding
- E-Safe
- Microsoft Office 365
- Teaching and learning resource providers such as Moodle, Dynamic Learning, VLe Books, Turnitin UK, Athens and Heritage Circa
- Orbital Software Solutions
- Six Dimensions
- Joint Council for Qualifications
- Third party services such as ParentPay, MailChimp and TextAnywhere
- Civica for cashless catering
- Adobe
- 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 DfE 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.

We share your data with Adobe to purchase creative cloud licenses to allow students to access Adobe for the duration of their studies.

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 read the Freedom Leisure Privacy Notice please visit:

<https://www.freedom-leisure.co.uk/privacy/>

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

[www.gov.uk/government/collections/individualised-learner-record-ilr](http://www.gov.uk/government/collections/individualised-learner-record-ilr)

To read the DfE Privacy notice visit:

<https://interactions.signin.education.gov.uk/privacy>

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:

[www.gov.uk/government/publications/lrs-privacy-notices](http://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 2027.