

Data Privacy Statement

Applicants for Sixth Form Courses

The Potteries Educational Trust is committed to protecting your privacy. This privacy statement explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold. The Potteries Educational Trust is the controller of all personal information held by our academies - schools and college, and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR).

This privacy notice relates to young people applying to study in the Sixth Form at any of the member academies within the Potteries Educational Trust. We may collect, use and share your personal information in order to carry out our intended contract with you as a student and our public task to provide education and training to you. Our associate members, who remain independent organisations during their membership period, will have their own privacy statements available upon request from them.

What data do we collect and use?

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

- Personal information (including name, unique learner number, address and contact details, previous address, employment status, your eligibility for pupil premium whilst at school, emergency contact/parent or carer details, photographs and other media);
- Prior educational records information (such as previous qualifications attained and grades);

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about:

- Characteristics (such as residency status, nationality, date of birth, and including special category data such as ethnicity and gender);
- Whether you have any criminal convictions;
- Medical information (such as relevant medical or health conditions);
- Special educational needs information (such as special educational needs declarations, disability details, details of additional learning support requirements)

The majority of the personal information you provide to us is necessary for us to fulfil our public task and contract with you to provide educational services tailored to your needs. Failure to supply this information may mean that we are unable to progress your application to study with us.

We may obtain information from third parties, such as your previous school or the local authority where applicable, ensuring continuity of support for those with additional learning needs and monitoring of safeguarding concerns.

Why do we collect and use your information?

We collect your information to help us to meet our legal obligations and to carry out the public task of providing education to young people. We use your information to:

- Support your plans for learning
 - keep you safe
 - provide appropriate guidance and support
 - keep you informed about issues affecting and related to your application
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- assess and improve the quality of our services
- comply with the law regarding data sharing
- comply with our contractual obligations

We rely on a number of legal reasons (bases) from UK data protection law and the GDPR for the processing of information about students, which include article 6b - the fulfilment of contract, article 6e – public task, article 6f – legitimate interests and article 9j – Statistical purposes. Please ask the Data Protection Officer if you would like to understand more about these.

How long is your data stored for?

We store your information securely and in line with our Data Protection Policy and associated procedures. We hold information about applicants for 1 year from the start of the year you have applied to study with us. If you continue as a student, your personal file including your application details becomes part of your student file and is kept as described in our Privacy Statement for Students.

Will your information be shared?

We share applicant information with:

- The college's local authority and the local authority where you live, and if different, the local authority you lived in whilst at school
- The Department of Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- Your parent/carer/emergency contact if you are aged under 18 at enrolment for your safety, wellbeing and to support your learning
- Your previous school to help them with their public task to monitor destinations
- External software suppliers who provide the systems we use to track applications

We do not share information about our applicants with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the applicant concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of applicants' information.

How do we protect your data?

Your data is held securely on the Trust's network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those staff who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All staff have completed the Trust's data protection training and receive regular updates to keep their knowledge and understanding up to date. The Trust ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

What are your rights?

The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals a number of specific rights in relation to their personal information. You have the right to:

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data; **We aim to do this through this Privacy Statement**

- Request access to the information we hold about you (Subject Access Request); **You can do this online at potteries.ac.uk/data-protection**
- Object to processing of personal data that is likely to cause, or is causing, damage or distress; **Please contact the Data Protection Officer if you would like to discuss any concerns**
- Prevent processing for the purpose of direct marketing; **We always provide you with a way to stop receiving marketing communications from us**
- Object to decisions being taken by automated means; **We do not have any systems or processes which do this**
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damages caused by a breach of the data protection regulations. **Please contact the Data Protection Officer if you would like to discuss any concerns**

Contacting the Trust

You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website : potteries.ac.uk/data-protection

You can also write to the Data Protection Officer:

The Information Office
The Potteries Educational Trust
The City of Stoke-on-Trent Sixth Form College
Leek Road
Stoke-on-Trent
Staffordshire
ST4 2RU

Where can you find out more information?

If you have a concern about the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>