

Data Privacy Statement

Students 16 –19 phase

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 pupils and students studying 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 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:

- Your name and contact information such as address, email address and telephone number, as well as your date of birth, country of domicile and your nationality. We will also allocate you a unique student number and take your photograph.
- Information relating to your education/ employment history (where applicable), the school(s), and other colleges you have attended, the courses you have completed, dates of study and examination results (including your Unique Candidate Identifier number – UCI, Unique Learner Number - ULN) .
- We will also keep records relating to assessments of your work, details of examinations taken, your predicted and actual examination grades and other information in your student record;
- Information on your car registration details
- Information about your eligibility for funding status
- Attendance information (such as sessions/ lessons attended, number of absences and reasons for absence)
- Destination and progression information after you have left the college.
- Data on the use of email and access to the internet and other online resources
- Information about your family or personal circumstances, and both academic and extracurricular interests, for example where this is relevant to the assessment of your suitability to receive a bursary and free school meal eligibility, to support us in providing you with appropriate pastoral care;

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

- Information concerning your health and medical conditions (e.g. disability, learning difficulties and dietary needs);
- Special Educational Needs (examination arrangements and other learning support requirements)
- Criminal convictions and cautions;
- Information about your racial or ethnic origin; native languages

Most 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 provide the support you require and are unable to admit you onto one of our programmes.

Data is also collected to ensure that we can receive funding to provide education services and failure to provide information will mean that we are unable to enrol you onto one of our programmes. Some information is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

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 learning
- keep you safe
- monitor and report on student progress
- provide appropriate guidance and pastoral support
- keep you informed about issues affecting and related to your studies
- assess and improve the quality of our services
- comply with the law regarding data sharing
- comply with our contractual obligations
- conduct internal research to improve our practices
- keep in touch with you and form an alumni community after you leave college
- record and showcase the work of our academies

We rely on several 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 6c – legal obligation, 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. In many cases, the length of time we keep records is set by external agencies including our funders and the awarding organisations who accredit the qualifications we offer. We hold student information for the following timeframes:

- Personal information, characteristics, attendance, medical, special educational needs, assessment and prior educational records for students in our 16-18 provision – 7 years from the end of academic year in which you complete your studies
- Educational records used to evidence achievements – in line with Joint Council for Qualifications (JCQ) regulations
- Photographs and other media – up to 5 years from the end of the academic year in which it was taken/recorded
- Bank Details (allowing us to pay you any awards you are eligible to receive) – 6 months after your studies are completed with us

Will your information be shared?

We carefully monitor how and with whom we share personal information.

We share the personal information that you give us for the following purposes

- agents where there is a legitimate reason for their receiving the information in a timely manner, including but not limited to:
 - third parties who work with us to provide student support services (e.g. careers, counselling, mental health and well-being)
 - safeguarding agencies, in line with our duties to share information in a timely manner to comply with Keeping Children Safe in Education statutory guidance
 - Internal and external auditors.
- those with an interest in tracking student progress and attendance, including but not limited to:
 - current or potential employers (to provide references)
 - UCAS
 - Government agencies responsible for specified educational based initiatives e.g. NCOP where we feel it is in a student's interest.
 - University Partners where we feel it is in a student's interest.
- We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
 - youth support services
 - careers advisers
- We share certain information with government departments and agencies including the Home Office (in connection with UK visas and immigration) where we have a statutory obligation to provide information (under section 14 Education Act 2002).
 - We are required by law to provide information about our students to the Department for Education (DfE) as part of statutory data collections such as the Individualised Learner Record (ILR). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the college ILR returns) go to: <https://www.gov.uk/education/data-collection-for-further-education-providers>

For more information about how the DfE uses the data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Further information is contained in the ESFA privacy notice:

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

- Crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and Trading Standards)
- Parents and carers for them to carry out their parental duties to support you in your academic studies and welfare. However, this can be reviewed on an individual basis where there is an overriding legal basis, and the student may withdraw consent for sharing their data.
- JCQ (Joint Council for Qualifications) and awarding bodies to process: examinations entries, applications for access arrangements for examinations, applications for special consideration, post results services, conduct of examinations and non-examination assessments
- Learner Record Service (LRS)

- To create and maintain a unique learner number (ULN)
- Your previous schools to enable them to carry out their own legal obligations to track the destinations of their learners
- Third parties conducting surveys to enable the college to monitor progress and quality and fulfil its obligations, e.g. Alps and Six Dimensions, Ipsos Mori, iGraduate and other preferred government suppliers of these services.

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