

Privacy Notice (How we use student information)

Introduction

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

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

- Personal information (such as name, college ID number, address, parents/carers names and addresses and contact information)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth, bursary and free meal eligibility)
- Attendance information (such as lessons attended, number of absences and absence reasons)
- Performance and behavior information
- Medical Information
- Learning difficulties and disabilities information
- CCTV, photos and video recordings.

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to support a young person in their transition to further or higher education, employment or training.
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information in order to meet legal requirements and the legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 (<http://www.privacy-regulation.eu/en/article-6-lawfulness-of-processing-GDPR.htm>) and Article 9 (<http://www.privacy-regulation.eu/en/article-9-processing-of-special-categories-of-personal-data-GDPR.htm>) of the GDPR
- The Education Act 1996



Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

Storing student data

We hold student data for as long as we need to in order to educate and look after you. We will keep some information after you have left the Trust to monitor legal and statutory obligations. In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Who we share student information with

We routinely share student information with:

- Schools that the student attended before joining the College
- The Education and Skills Funding Agency (ESFA) and Department for Education (DfE)
- The local authority
- The Association of Colleges, Sixth Form Colleges Association and other specialist research and analysis services
- Local and national careers services



Why we share student 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 and ESFA on a statutory basis. This data sharing underpins college funding.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-further-education-providers>.

For more information about the DfE's data sharing process, please visit:

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

To contact DfE: <https://www.gov.uk/contact-dfe>



Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, contact the Colleges Data Protection Officer at FOIrequests@stokesfc.ac.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

The College will never knowingly sell student data to any third parties for the use of direct marketing. The College's own marketing strategy intends to use students and student data to promote the good work of the College and our staff and students with the local and wider community. You have the right to:

- prevent processing for the purpose of direct marketing
- object to your data and visual image being used as part of the College's marketing strategy (different to direct marketing)

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:

Claire Gaygan (Student Services) – claire.gaygan@stokesfc.ac.uk Tel: 01782 848736

Rachel Jablonski (Admissions & Marketing) – rachel.jablonski@stokesfc.ac.uk Tel: 01782 848736

Matthew Marshall (Data/Registry) – matthew.marshall@stokesfc.ac.uk Tel: 01782 848736

