



STUDENT PRIVACY NOTICE

VERSION CONTROL

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Written by: Business Manager

Agreed by The Board of Trustees

1. INTRODUCTION

- 1.1. A new law has come into force about how we keep information. The college and other people collect and use student information for different kinds of reasons. The new law tells us exactly how we are allowed to collect it, record it and use it.
- 1.2. In this notice, you will see different names or terms used that you may not be familiar with, such as:
 - 1.2.1 **Data Controller** - is us (or group of people, like a college) in charge of the information collected.
 - 1.2.2 **Data Processor** - is a company (or person) processing information for us (the data controller).
 - 1.2.3 **Data Protection Officer (DPO)** - this person makes sure we do everything the law says. The college's DPO is Sian Parker based in Wilson Stuart School.
 - 1.2.4 **Personal Data** - this means any information that can be used to identify someone such as your address, date of birth and unique learner number.

2. WHO LOOKS AFTER YOUR INFORMATION?

- 2.1. The college is the data controller of the personal information you give us – we look at how and why information is collected and used. Sometimes we have to give student information to other people, such as the government, but we will only pass on information when we have your permission or when we are required to by law.

3. WHY DO WE COLLECT AND USE YOUR INFORMATION?

- 3.1. We collect and use student information under the **public task** principle to allow us to fulfil our mandate to educate, care for and safeguard our students. When we've collected it, there are a number of ways we use it:
 - 3.1.1 To support student learning.
 - 3.1.2 To safeguard students.
 - 3.1.3 To monitor physical and mental health.
 - 3.1.4 To monitor, report and evidence student progress.
 - 3.1.5 To provide appropriate pastoral care.
 - 3.1.6 To assess the quality of our services.
 - 3.1.7 To comply with the law regarding data sharing.

4. WHAT INFORMATION DO WE COLLECT?

- 4.1. The categories of information that the college collects, holds and shares include the following:
 - 4.1.1 **Personal information** - name, unique learner number and address.
 - 4.1.2 **Characteristics** - ethnicity, language, nationality and country of birth.

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- 4.1.3 **Medical information** - conditions and information from doctors.
- 4.1.4 **SEN information** - disabilities and learning difficulties.
- 4.1.5 **Attendance information** - sessions attended, absences and absence reasons.
- 4.1.6 **Assessment information** - progress towards targets and exam results.
- 4.1.7 **Safeguarding, behaviour and exclusions information** - recording incident dates and details.
- 4.1.8 **Photography** - permissions on taking and using college photos.

5. COLLECTING STUDENT INFORMATION

- 5.1. Whilst a lot of student information is mandatory, there is some information you can choose whether to provide. When information requested is not compulsory, we will ask for your permission, explain why we want it and what we will do with it. It is your choice whether to provide this information.

6. HOW LONG WILL WE KEEP YOUR INFORMATION?

- 6.1. We don't keep it forever, but depending on the category and purpose of the data, determines the length of time we keep it. The shortest time period is 1 year for admissions. The longest is for the student educational record and SEN data, which we will keep until a student is 30 years of age.

7. WILL YOUR INFORMATION BE SHARED?

- 7.1. We won't share information with anyone else without your permission, unless the law and our policies allow us to do so. We routinely share information with:
 - 7.1.1 Education establishments that the students attend after leaving us.
 - 7.1.2 Local Authorities we work with.
 - 7.1.3 SENAR.
 - 7.1.4 NHS Services.
 - 7.1.5 The Education and Skills Funding Agency (ESFA).
 - 7.1.6 Exam Boards.
- 7.2. We share student data with the Education and Skills Funding Agency (ESFA) on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring.

8. WHAT ARE YOUR RIGHTS?

- 8.1. Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request, please contact the office either in person, by phone (0121 373 4475) or by email (sar@wilsonstuart.co.uk).
- 8.2. You have the right to:
 - 8.2.1 Be told how we use your information.
 - 8.2.2 Ask to see the information we hold.
 - 8.2.3 Ask us to change information you think is wrong.
 - 8.2.4 Ask us to remove information when it's not needed anymore.
 - 8.2.5 Ask us to only use your information in certain ways.
 - 8.2.6 Tell us you don't want your information to be processed.
- 8.3. If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

9. WHO TO CONTACT

- 9.1. 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 Commissioners Office at <https://ico.org.uk/concerns/>.
- 9.2. If you would like to discuss anything in this privacy notice, please contact Aron V Davies (Data Protection Lead) or Sian Parker (Data Protection Officer) by calling Wilson Stuart School on 0121 373 4475 or emailing data@wilsonstuart.co.uk.