

## How We Use Your Information

### Introduction

This notice is to help you understand **how** and **why** the **College** ('we') collects your personal data and **what** we do with that information. It also explains the decisions that you can make about your personal data.

If you have any questions about this notice please talk to the admissions team.

### What is "personal data"?

Personal data is information which is about you.

This includes information such as your name, date of birth and address as well as things like exam results, medical details, unique pupil number and information about how well you behave. CCTV images, photos and video recordings of you are also your personal data.

### Where we get your personal data from and who we share it with

We get your personal data from lots of different sources such as your teachers, parents, your old Colleges and any future College, other pupils and their parents, as well as from people outside of the College such as the Government.

Sometimes, we will also share information with these people and organisations, for example, we will tell your parents about how well you are doing at College.

Below, we give lots of examples of where we get your information from, and who we share it with.

### Why we use your personal data and our lawful bases for doing so

The College needs to use your information in order to:

1. Teach you and other pupils;
  2. Look after you and other people such as other pupils;
  3. Make sure that you and others are behaving properly;
  4. Make sure that the College complies with the law, is well managed and that we protect the College; and
  5. Advertise the College and tell people about the College and what we do here e.g. we may use photographs of you in our prospectus, on our website or in social media.
- **Legitimate interests:** This means that the College is using your information where this is necessary for the College's legitimate interests or someone else's legitimate interests. Specifically, the College has a legitimate interest in educating and looking after its pupils, complying with its agreement with your parents for you to be at the College, promoting and protecting the College and making it better. Legitimate interests only applies where these legitimate interests are not overridden by your interests, rights and freedoms. Legitimate interests applies to all of the 5 purposes listed above.
  - **Public task:** This allows the College to use personal data where doing so is necessary in order to perform a task in the public interest. This basis applies to purposes 1, 2, 3 and 4 above. For example, we are performing a task in the public interest when we teach and look after you.

- **Legal obligation:** The College might need to use your information in order to comply with a legal obligation, for example, to report a concern about your wellbeing to Children's Services. Occasionally we may have a legal obligation to share your personal data with third parties such as the court.
- **Vital interests:** Although this won't happen very often, we may need to use your information to protect you or someone else. For example, to prevent someone from being seriously harmed or killed.

The section below contains more information about our purposes for using your personal data and the lawful bases.

## Our purposes and lawful bases in more detail

This section gives you a lot more information about why the College uses your personal data, where we get it from and who it is shared with, and which lawful bases apply. It does not say anything different to the sections above but goes into a lot more detail.

We have used a colour code system so that you can see which lawful bases we are relying on for each of the purposes described at paragraphs 1 to 46 below.

The letters highlighted in different colours below refer to the lawful bases. So **LI** means legitimate interests, **PI** means public task, **LO** means lawful obligation and **VI** means vital interests. So if we have **(LI, PI)** that means we are relying on both legitimate interests and public task for that purpose.

- 1 The College's primary reason for using your personal data is to provide you and other pupils with an education **(LI, PI)**.
- 2 The College will also use your personal data to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) **(LI, PI, VI)**.
- 3 We use information about you during the admissions process e.g. when marking your entrance exams and learning more about you from your parents before you join the College. We may let your old School or College know if you have been offered a place at the College as they have a legitimate interest in finding out how what happens to their former pupils as this will help them support their other pupils when they leave the School or College. The admissions forms which your parents complete give us lots of personal data about you such as your name, contact details, disabilities, any particular difficulties you have with work, hobbies and interests, medical information (such as information about an allergy) and family circumstances. We get information from you, your parents, your teachers and other pupils. Your old College also gives us information about how well you did and any difficulties you had so that we can teach and care for you **(LI, PI)**.
- 4 Sometimes we get information from your doctors and other professional where we need this to look after you **(LI, PI)**.
- 5 We need to tell the appropriate teachers if you have a health issue **(LI, PI)**.
- 6 We will need to tell your teachers if you have special educational needs or need extra help with some tasks **(LI, PI)**.
- 7 We will need to share information about you (e.g. about your health and wellbeing) with the College's pastoral team **(LI, PI, VI)**.
- 8 If we have information that you suffer from an allergy we will use this information so that we can look after you **(LI, PI, VI)**.

- 9 If we have information that you suffer from a disability we will use information about that disability to provide support (L, PI).
- 10 Where appropriate, the College will have information about your religious or other beliefs and practices. For example, if you do not eat certain foods (L, PI).
- 11 We will also hold information such as your religion or ethnic group for the purposes of ensuring that any special needs are met (L).
- 12 We use CCTV to make sure the College site is safe. Images captured of you via CCTV will be your personal data. CCTV is not used in private areas such as changing rooms (L, PI).
- 13 We will use your personal data to take other steps to make sure the College site and buildings are safe, for example, at any given time] (L, PI).
- 14 We record your attendance and if you have time away from the College we record the reason(s) why (L, PI).
- 15 We will need to share some information about you with the government (e.g. the Department for Education). We will need to tell the local authority that you attend the College, if you leave the College or let them know if we have any concerns about your welfare. The local authority may also share information with us for these reasons (L, LO, PI).
- 16 We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the College (L, LO).
- 17 The College is sometimes inspected to make sure that we are continuing to be a good College. We will have to make your information available to the inspectors to help them to carry out their job (L, PI, LO).
- 18 We will need information about any court orders or criminal matters that relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the College (L, PI).
- 19 If you are from another country we have to make sure that you have the right to study in the UK. Sometimes the government will ask us to provide information as part of our reporting requirements. In addition to this we have a duty to provide information about you to UK Visas and Immigration who are part of the government (L, LO, PI).
- 20 Depending on where you will go when you leave us we will provide your information to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your exam results and provide references (L, PI). If we hold safeguarding information about you, we will share that with your next College.
- 21 We may pass on information to your next school or College which they need to look after you, for example, information about any concerns we have had about your welfare (L, LO, PI).
- 22 When you take public examinations (e.g. GCSEs or A-Levels) we will need to share information about you with examination boards. For example, if you require extra time in your exams (L, PI).
- 23 If someone makes a complaint about how the College has behaved we may need to use your information to deal with this appropriately. For example, if your parents complain that we have not looked after you properly (L, PI).

- 24 The College may share information about you with the local authority for the purpose of the preparation, implementation and / or review of your Statement of Special Educational Needs or Education Health and Care Plan (LI, PI, LO).
- 25 We may use your information in connection with legal disputes (LI, PI, LO).
- 26 We may need to share information about you with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at College or if there is a burglary (LI, LO, PI).
- 27 We use consultants, experts and other advisors to assist the College in fulfilling its obligations and to help run the College properly. We will share your information with them if this is relevant to their work (LI, PI).
- 28 If you have misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police (LI, LO, PI).
- 29 We may share some information with our insurance company to make sure that we have the insurance cover that we need or in connection with an actual or possible claim (LI, PI).
- 30 If the College is dealing with a request for information, query, or complaint, we may sometimes need to share your information with the other people involved such as other pupils and their parents (LI, PI).
- 31 Parents who are based outside of the UK will sometimes choose someone to act on their behalf during the admissions process (an overseas consultant). If this applies to you, your parents may provide information to the overseas agent so that he or she can pass this on to the College. The College will sometimes share information with the overseas consultant, for example, we may send them the letter telling your parents that we are offering you a place so that they can pass this on to your parents (LI).
- 32 We will share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your education (LI, PI).
- 33 If ever in the future, we are considering restructuring or selling our business we may share your information with the other parties involved and with the relevant professional advisors (LI).
- 34 We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. In certain circumstances we will look at the content of your messages (e.g. emails and text messages). We monitor and look at your use of technology (e.g. your use of your phone) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. If you would like more information about this you can read the acceptable use of IT and email policy or speak to a member of the admin team (LI, PI, ). The monitoring we do is carried out using computer software which will automatically tell us if something isn't right.
- 35 We may use photographs or videos of you for the College's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the College. We may continue to use these photographs and videos after you have left the College (LI, PI).

Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson (LI, PI).

**If you have concerns about us using photographs or videos of you please let us know.**

- 36 We may use your personal data in order to help make the College better, for example, to raise money for the College, this includes sending you information about how you can donate to the College after you have left (LI) .
- 37 We may also use your personal data in order to promote education and learning more generally, for example, if we included a photograph of your class in an advert to encourage adults to take evening classes (PI) (LI).
- 38 We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing (LI).
- 39 We will keep details of your address when you leave so we can keep you updated about what is happening at the College, to tell you about events and activities and find out how you are getting on. We may also pass your details onto the alumni organisation (LI).
- 40 The College must make sure that our computer systems are working well and are secure. This may involve information about you, for example, our anti-virus software might scan files containing information about you (LI).
- 41 We may share your information with the other Colleges in the Group. For example, how well you have behaved and your test results (LI, PI).
- 42 Sometimes we use someone from outside of the College to provide activities. For example, this could be a teacher who does not normally work for the College or it could be a company that provides outdoor activities. We may share your information with them, for example, to tell them what sports you are good at (LI, PI).
- 43 Some of the records the College keeps and which contain your personal data may be used by the College (or by someone else such as the government) to check that the College has been a good College (LI, PI).
- 44 We also keep some information forever for archiving purposes and for historical research purposes. This includes the College's legitimate interest in keeping a record of what the College was like in the past. For example, we keep some old photographs so that we have a record of what the College was like in the past as this helps get people interested in the College's history. Information held in our archive may be made publicly available but this would only be done in compliance with data protection laws. Please speak to the admin team if you would like more information (LI, PI).
- 45 We will share your information with Governors of the College if it concerns something they should know about or which will enable them to fulfil their role as a College Governor. For example, this will apply if you have done something really well or if there is a problem at the College they need to know about (LI, PI).

We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

As you will see from the information above, in some cases we will rely on more than one lawful basis for using your information. In addition, we may move from one of the lawful bases listed above to another as circumstances change. For example, if we become really worried about your wellbeing, we may start to rely on "legal obligation" to share personal data with the local authority in addition to the other lawful bases that are noted for looking after you.

We use contractors to handle personal data on our behalf for the following purposes:

- a) IT consultants who help run the College's computer systems. For example, they might need to access a file containing personal data when investigating a fault or checking the security of our IT network;
- b) We use software, apps and websites to help us with teaching, and to help us provide pastoral support to you and your classmates; and
- c) We use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the College site.

If you have any questions about any of the above, please speak to us.

The College has extra obligations in relation to some types of more sensitive personal data. This applies to information about racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, information about sex life or orientation, information about criminal convictions or offences. When the College handles these types of information it will usually be doing so because:

- It is in the substantial public interest to do so, for example, to provide you with an education, to look after you and your classmates or when the College is inspected.
- For medical purposes. This includes medical treatment and the management of healthcare services.
- The College is an employer (e.g. we employ your teachers). Also the College will use your information to comply with social protection law (e.g. to look after you) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.
- To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.
- It is necessary for the establishment, exercise or defence of legal claims. For example, this allows us to share information with our legal advisors and insurers.

## **Consent**

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your personal data you can take back this consent at any time.

Any use of your information before you withdraw your consent remains valid. Please speak to us if you would like to withdraw any consent that you have given.

## **Sending information to other countries**

When the College sends personal data outside of the UK, we have to consider if the other country has the same level of protection for personal data as there is in the UK. Some countries are considered by the UK Government to have adequate rules and this includes all of the European Economic Area and some other countries, such as, New Zealand, Argentina and Japan.

In certain circumstances, we may send your information to countries which do not have the same level of protection for personal data as there is in the UK.

We will provide you with details about where we are sending your personal data, whether the country has an adequacy decision and if not the safeguards which we have in place outside of this privacy notice.

If you have any questions about the safeguards that are in place please contact the Data Protection Lead in the College.

### **For how long do we keep your personal data?**

We keep your information for as long as we need to in order to educate and look after you. We will keep a lot of information after you have left the College, for example, so that we can find out what happened if you make a complaint.

In some cases 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.

Please see our Information and Records Retention Policy for more detailed information.

### **What decisions can you make about your personal data?**

Data protection legislation gives you a number of rights regarding your personal data. Your rights are as follows:

- **Correction:** if personal data the College holds about you is incorrect you can ask us to correct it.
- **Access:** you can also ask what personal data we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the personal data that we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your personal data to you or to a third party in a format that can be read by computer in certain circumstances. This applies where (a) the personal data has been provided by you; (b) the basis that we are relying on to process your personal data is consent or contract (please see "Our lawful bases for using your personal data" above); and (c) the personal data is being processed by us on computer.
- **Restriction:** you can request that we restrict how we use your personal data.
- **Object:** you may object to us using your personal data where:
  - we are using it for direct marketing purposes (e.g. to send you an email about a fundraising opportunity);
  - the lawful basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our lawful bases for using your personal data" above;
  - if we ever use your personal data for scientific or historical research purposes or statistical purposes.

We can give you more information about your data protection rights.

## **Further information and guidance**

This notice is to explain how we look after your personal data. We can answer any questions which you might have.

Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

Please speak to us if:

- you would like to exercise any of your rights listed above; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

The Data Protection Lead is in charge of the College's data protection compliance. You can ask speak to the Data Protection Lead yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

If we ask you to tell us something and you do not do so then this may make it more difficult for us to teach and look after you and others.

You have a right to lodge a complaint with a data protection supervisory authority. The supervisory authority in the UK is the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)). If you do have any concerns about how we have handled your personal data we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right.