

Privacy Notice - How we use Student Applicants Information

Wyke Sixth Form College is committed to protecting your privacy and personal data. This Privacy Notice informs you of what data we collect, why we collect it and what we do with it, so you can be confident that your personal data is in safe hands. It will also let you know the rights you have, and the choices that you can make to ensure control over your personal data. The College is the data controller and/or processor for personal data relating to you.

The categories of information that we collect, hold and share on you as an applicant to our College include:

- Personal information (such as name, student address, telephone numbers, previous school, parental contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Special Educational Needs and medical information if this has been disclosed to us
- Information obtained for Safeguarding purposes
- Assessment information such as support requirements and qualification grades/predicted qualification grades

If you are enrolling for post 16 qualifications, the Learning Records Service will provide us with your unique learner number (ULN) and may provide with us with details about your learning or qualifications.

Why we collect and use this information

We use the applicant data:

- to assess an applicant's suitability for a programme of study at Wyke Sixth Form College
- to assess if we are able to provide appropriate support, care and guidance
- to ensure we meet all statutory requirements of SEND, safeguarding, and equality and diversity
- to ensure that we meet our statutory funding requirements

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

The lawful basis on which we use this information

Generally, the information that we collect is part of our public interest task of providing education to you. This allows us to collect the information we need on behalf of the government to draw down funding on your behalf.

We collect and use applicant information under Article 6 (1). of the General Data Protection Regulation 2018 (GDPR) where:

- processing is necessary for compliance with a legal obligation to which the controller is subject.
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We also collect and use student information which is defined as a special category of personal data under Article 9 (2). of the GDPR 2018, such as biometric and ethnicity data.

To follow best practice, we also define other sensitive data as a special category, for example SEN data, financial support (bursary) information and whether a young person is looked after.

- Processing is necessary for the purpose of carrying out obligations under employment and social security and social protection law.

Your rights as a data subject

While we are in the possession of, or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.
- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete. In some cases, this can be done through the applicant portal.
- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.
- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

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/make-a-complaint/>

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.

CCTV

CCTV recordings are used and retained for a limited period to ensure the safety of students, staff and visitors to the college. Signage is used to make sure that individuals are aware that CCTV is being recorded. Access to view these recordings is limited to the appropriate staff. CCTV images may be passed on to the police for the purposes of crime detection or prevention and Wyke College will also disclose CCTV footage when requested by insurance companies. CCTV may be used to assure the integrity of our examination arrangements, with footage shared with Awarding Organisations for audit and fraud prevention purposes.

Storing applicant data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

If you do not go on to fully enrol at Wyke Sixth Form College, your personal data will be held for one full academic year following the date of application and will be referred back to if there is a subsequent application to the College in that time.

Once you are enrolled, we hold your data for six years following withdrawal from the College in hard copy and electronic format, at which point it will be destroyed, or anonymised, and we will no longer be able to access this even if it is requested. Once enrolled, the Student Privacy Notice will apply.

Who we share applicant information with

We routinely share your application information with:

- local authorities
- other educational providers that you attend
- Parent / Guardian contacts who have been provided as part of the application
- Data Processors who enable the College to provide services, such as Janet Text and the Learning Records Service

Sharing student information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education, for example; via the Individualised Learner Record (ILR) go to <https://www.gov.uk/education/further-education-financial-management-and-data-collection>

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, or be given access to your child's educational record, please email subjectaccess@wyke.ac.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.