

Privacy Notice (How we use student information)

This Privacy Notice describes how Bilborough Sixth Form College protects and makes use of the information you provide to us.

Colleges, schools, Local Authorities and the Department for Education, the government department which deals with education, all hold information on young people. This is to run the education system, and in doing so, they have to follow the Data Protection Act 2018, also known as the General Data Protection Act or GDPR. This means that the data held about young people must only be used for specific purposes allowed by law. This notice is to tell you about the types of data held, why that data is held, and with whom it may be shared under the law.

Student information that we collect

We may collect a range of information including, but not limited to the following:

- Personal information (such as name, unique learner number or ULN and address)
- Contact information including phone, email and postal addresses
- Educational information including qualifications, predicted grades and learning support needs
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as lessons attended, absences and absence reasons)
- Contact details for your parent(s) or carers
- Other information (such as relevant medical information, Special Education Needs information, assessment information, reference information, well-being and progress information and CCTV imagery)

Why we collect and use this information

Collecting your data helps us to support teaching and learning, to monitor and report on your progress, to provide appropriate pastoral care and to assess how well the college as a whole is doing. We use the student data:

- to meet our legal and statutory duties and responsibilities
- to process applications and enrolments
- to contact you about your application or enrolment, or to provide you with information about our courses which we think may be relevant to you
- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to preserve the safety and security of all our students and staff

We will not use information that you provide to us for anything other than the reasons stated here. If you do not enrol at Bilborough College, we will retain your information in accordance with our retention policy and may use your information on an aggregated basis to guide and inform the college's recruitment strategies, (e.g. comparing numbers of students recruited from different schools/areas.)

The security of your information

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong organisational and technical security safeguards.

Where it is necessary and appropriate to share information with other organisations (see below) we will only do so with an appropriate Information Sharing Agreement in place.

We follow stringent procedures to ensure all our data processing meets the requirements of the Data Protection Act and the new GDPR.

Examination results and certificates

Exam results and certificates may be collected in person on production of photo ID. Any third party collecting exam results or certificates on behalf of a student must bring a signed written authority from the student which names the student and the person collecting the information on their behalf. The person collecting will also be required to show photo ID confirming their identity.

Information Sharing and Disclosure

We do not sell or otherwise distribute your personal information inappropriately.

Your information may when necessary, be disclosed to appropriate staff of Bilborough College and to government bodies (to fulfil our statutory duties) such as the Education Skills Funding Agency, Ofsted, the Department for Education and auditors or with local partners working on behalf of the Local Authority such as Nottinghamshire Futures.

Any personal information we hold about you is processed in accordance with the Data Protection Act and the new GDPR.

Using our website

When you visit our website www.bilborough.ac.uk we collect standard internet log information to help us understand how many visitors use different parts of the website. For more information about this please see our [Cookie policy](#) on the college website. Unless you have changed your browser settings to refuse cookies,

Our online applications portal uses session cookies. These are text files which are essential for you to use the online applications systems and view your information securely. No user-specific information is held within any of these cookies and they are deleted at the end of a user session.

Use of the college's computers

We monitor how you use the college's equipment and computers and what websites you visit when browsing the internet at college. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content. Please refer to the college's Acceptable Use Policy for computer equipment for more guidance on appropriate conduct when using college IT equipment.

The lawful basis on which we use this information

To comply with GDPR articles 6 and 9, we are required to identify the legal basis on which we collect and use your personal information.

Generally, the information is processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

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. Where information that is not mandatory, we will usually provide the option for you to respond "prefer not to say" or to leave your response blank.

Storing student data

We store student data in line with data retention policy.

Who we share student information with

We routinely share student information with:

- schools that the students attended prior to joining us
- local authorities
- the Department for Education (DfE)
- Education and Skills Funding Agency
- Ofsted
- Nottinghamshire Futures
- Parents and carers as detailed on your application

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 Department for Education (DfE) on a statutory basis. This data sharing underpins education funding and educational attainment policy and monitoring.

Data collection requirements

To find out more about the data collection requirements placed on us by the Education and Skills Funding Agency (part of the Department for Education) go to: <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

Youth support services and data processing by 3rd parties

We will also share certain information about students with local authorities and / or providers of youth support services to enable them to fulfil their statutory duties in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996; and to enhance their ability to support achievement, learning and welfare of all young people for whom they are responsible.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

We will only share information for processing by a third party where there is in place a 3rd party data sharing agreement which demonstrates that processing is carried out in a manner which meets all the requirements of the GDPR (for example to generate reports on value added and student progress to support us in assessing how well the college is performing).

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact the data protection officer detailed below.

You also have the right to:

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

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 the Data Protection Officer as follows:

The Data Protection Officer is: Helen Dennis, Director of Marketing & Information, and be contacted by email DPO@bilborough.ac.uk phone 0115 8515000 or at the following address: College Way, Nottingham, NG8 4DQ

Bilborough College is registered with the Information Commissioner's Office as a Data Controller, as a public authority under the Freedom of Information Act 2000.

Changes to our Privacy Notice

We keep our privacy Policy under regular review. Any changes we make to our privacy policy in the future and whilst you remain a student of Bilborough College will be notified to you by email.

This Privacy Notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

Date of review:17/05/18 Reviewer: H Dennis