



Student privacy notice

This privacy notice describes how **Bilborough College** protects and makes use of the information you provide to us. The college is part of Better Futures Multi Academy Trust, which is the legal entity responsible for your data.

Colleges, schools, local authorities and the Department for Education (DfE – 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 Regulations 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 and how 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 (ULN) and date of birth
- Contact information, including phone number, 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
- Photographs for ID purposes, and occasionally for marketing (more detail below)
- Attendance information, such as lessons attended, absences and absence reasons
- Contact details for your parent(s) or carer(s)
- Other information, such as relevant medical information, assessment information, reference information, well-being and progress information, CCTV imagery and recordings of online lessons

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, for example, safeguarding young people
- 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 communicate with 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 the 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, for example, by comparing the number 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 2018.

Examination results and certificates

Examination 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 (including governors and trustees) at the college and Better Futures Multi Academy Trust.

To fulfil our statutory duties, it may also be shared with bodies such as:

- DfE
- Education Skills Funding Agency (ESFA)
- Ofsted
- Auditors
- Local partners working with or on behalf of the local authority such as Nottingham Futures

We routinely share student information with:

- Schools that students attended prior to joining us
- Local authorities
- Health care services
- Ofsted
- Joint Council for Qualifications

- UCAS
- Awarding bodies, such as AQA and OCR
- Parents and carers as detailed on your application

We share email addresses with our marketing company to email you marketing information from ourselves only. We share personal, contact and enrolment details with a range of communication apps and online resource providers to help us support you during your time studying with us.

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

Any personal information we hold about you is processed in accordance with the Data Protection Act 2018.

Photography for marketing purposes

Photographs and videos may be taken of you during your time at the college to use for promotional marketing material. This material may include printed media, digital media (including, but not limited to social media, website, and online prospectus) and roadside advertising (including but not limited to kiosk and billboard adverts).

We will use this based on our legitimate business interest to promote and market the college to prospective students. All personal information/images/videos that we collect is held securely by the college and treated as confidential.

These will be kept by the Marketing and Admissions department at Bilborough College. We will store your image securely in line with our data retention policy.

Your image may be shared with our external marketing agency to create marketing content (as listed above). Your data is protected by our third-party data sharing agreement with them.

If you have a photograph or video taken of you which you would like removed, please email marketing@bilborough.ac.uk. The Marketing and Admissions department will take all reasonable means to remove the photo/video where possible.

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 equipment and 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 IT Acceptable Use Agreement 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 lawful 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.

Some of the data we collect is required to fulfil a legal obligation, such as complying with safeguarding obligations.

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 Data Protection Act 2018, 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 our data retention policy.

Data collection requirements

To find out more about the data collection requirements placed on us by the ESFA go to <https://www.gov.uk/government/collections/individualised-learner-record-ilr>. The ESFA Privacy Notice can be found at <https://www.gov.uk/government/publications/esfa-privacy-notice>

The information you supply is also used by the ESFA to issue you with a Unique Learner Number (ULN) and to create your personal learning record. For more information about how your information is processed, and to access your Personal Learning Record, please go to <https://www.gov.uk/government/publications/lrs-privacy-notice>

Youth support services and data processing by third 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 third party data sharing agreement which demonstrates that processing is carried out in a manner which meets all the requirements of the Data Protection Act 2018 (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/make-a-complaint/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer as follows:

Helen Dennis, Director of Planning and Operations
College Way, Nottingham, NG8 4DQ
Email DPO@bilborough.ac.uk
Phone 0115 851 5000

Bilborough College is part of Better Futures Multi Academy Trust, which 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.

Approved by:

Better Futures Multi-Academy Trust Data Protection Steering Group

Review date – **July 2023**