

Parent/Carer Privacy Notice

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The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

WHO DOES THIS NOTICE APPLY TO?

This privacy notice applies to named next of kin/emergency contacts, and those with parental responsibilities for enrolled students at any of the 6th form colleges under the New Collaborative Learning Trust.

DATA CONTROLLER AND COLLECTION

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust. Parent/Guardian data for each college under the trust is managed centrally at New College Pontefract.

WHY DO WE COLLECT AND USE PARENT/GURDIAN INFORMATION?

We have a legal duty to maintain contact with those who have parental responsibility for enrolled students. In some cases we process this information to inform or seek consent, such as in the case of off-site Educational Trips and Visits (ETV). We also process this information in case of emergencies. Our main legal basis is as follows:

- **GDPR Article 6(1)c** - Processing is necessary for compliance with a legal obligation to which the controller is subject
- **GDPR Article 6(1)d** - Processing is necessary in order to protect the vital interests of the data subject or of another natural person

We also use parent/information to communicate student academic performance and pastoral concerns. In this case we have a legitimate interest to do so, and so our legal basis would be:

- **GDPR Article 6(1)f** - Processing is necessary for the purposes of the legitimate interests pursued by the controller

We do not undertake any automated processing.

CATEGORIES OF PARENT/GUARDIAN INFORMATION

Information that we collect, hold and share include:

- Personal information (such as name and relationship to student)
- Contact information (such as address, telephone number, email address)

COLLECTING PARENT/GURADIAN INFORMATION

In most cases the student's themselves will provide information about their next of kin. Student preferences for next of kin contact is down to the student themselves. Students are responsible for notifying the college to ensure information is updated.

STORING PARENT/GUARDIAN DATA (HOW LONG IS DATA HELD FOR)

We will store parent/guardian data for no longer than necessary, in accordance with data protection legislation and best practice. Retention of data includes the following:

- | | |
|--|------------------------|
| • Parent/guardian personal information | Relationship + 6 years |
| • Contact information | Relationship + 6 years |

WHO DO WE SHARE PARENT/GUARDIAN INFORMATION WITH?

We do not share Parent/Guardian data unless in rare cases where the welfare of the student is at risk, such as a medical emergency, safeguarding, etc. **We will not pass your information to third parties for direct marketing purposes.**

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation parents/guardians have the right to request access to information about them that we hold. To make a request for this, please email the New Collaborative Trust's Data Protection Officer data.protection@nclt.ac.uk. You also have the right to:

- object to processing of personal data
- have inaccurate personal data rectified, blocked, erased or destroyed

Parent/Carer Privacy Notice

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

DATA PROTECTION OFFICER

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 702139.