

Student Privacy Notice 2018-19

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.

DATA CONTROLLER AND COLLECTION

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

WHY DO WE COLLECT AND USE STUDENT INFORMATION?

We use student data to support student learning, to monitor and report on student progression, to provide appropriate student support, care and guidance, to assess the quality of our services, to comply with the law regarding data sharing, to ensure we meet all statutory requirements of SEND, safeguarding and equality & diversity. 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.

CATEGORIES OF STUDENT INFORMATION

As part of your application to college we hold information to help us process your application and plan support. Information that we collect, hold and share include:

- Personal information (such as name, unique learner number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information, special educational needs information
- Safeguarding information
- Assessment information
- Post-18 destination information

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.

For students enrolling for post 16 qualifications, the Learning Records Service will provide us with a student's unique learner number (ULN) and may also provide with us with details about the student's learning or qualifications.

STORING STUDENT DATA (HOW LONG IS DATA HELD FOR)

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

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| • Student personal information and characteristics | Relationship + 6 years |
| • UCAS references | Relationship + 6 years |
| • Assessment and attendance data | Relationship + 6 years |
| • Special educational needs information | Relationship + 6 years (or until the student is 25) |
| • Safeguarding information | Relationship + 6 years (or until the student is 25) |
| • Post-18 Destinations information | Relationship + 6 years |

WHO DO WE SHARE STUDENT INFORMATION WITH?

We routinely share student information Department for Education (DfE), Education and Skills Funding Agency, JCQ and examination boards, and the Local authority. Where necessary we may need to share information with health related/safeguarding services. **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. We will not pass your information to third parties for direct marketing purposes.**

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation students have the right to request access to information about them that we hold. To make a request for this, please email studentservices@nclt.ac.uk who will process the request in partnership with the New Collaborative Trust's Data Protection Officer. 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
- claim compensation for damages caused by a breach of the Data Protection regulations
- make a subject data access request (please see link on website)

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 802139.

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By: JDF

