

Parent/Guardian 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. 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 process parent/guardian data under the General Data Protection Regulations 2018 Article 6(1)d (processing is necessary in order to protect the vital interests of the data subject or of another natural person). We occasionally refer to this data as the Next of Kin information. We use this data as a point of contact for emergency purposes, for occasions where the vital interests of the student are of concern, and to support the progress of students.

We do not undertake any automated processing. 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 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:

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|--|------------------------|
| • 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 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 702139.