

## NCLT PARENT/CARER PRIVACY NOTICE

**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/Carer data for each college/school in the trust can be held centrally at Trust Headquarters or on site.

### **Why do we collect and use parent/carers 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. We also use parent/information to communicate student academic performance and pastoral concerns. 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

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/carers 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/carers information**

In most cases the student's themselves will provide information about their next of kin, this information will be collected using enrolment forms or change of details forms. 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/carers data**

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/carer 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.**

The organisation will not transfer your data to countries outside the European Economic Area.

**Requesting access to your personal data**

Under data protection legislation parents/carers have the right to request access to information about them that we hold. This is known as a subject access request. If any exemptions apply you will be notified. To make a request, please email [data.protection@nclt.ac.uk](mailto:data.protection@nclt.ac.uk).

Other rights in relation to data processing include:

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

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/>

**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](mailto:data.protection@nclt.ac.uk) or by calling 01977 702139.