

## NCLT STUDENT APPLICANT 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 anyone making an application to 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. Student data for each site is can be held centrally at Trust Headquarters or on site.

### **Why do we collect and use pupil information?**

We use student applicant data to assess an applicant’s suitability for a programme of study, to assess if we are able to provide appropriate support, care and guidance, to ensure we meet all statutory requirements of SEND, safeguarding and equality & diversity. Our legal basis for processing is mostly necessary for the performance of a contract. There are also a number of cases where information is required for legal purposes or to fulfil our legal duty, or because it protects students and their welfare.

We do not undertake any other form of automated decision making. We use our admissions policy as a guide to ensure students meet the entry requirements set for each study programme offered, final decisions are made by staff at the college.

### **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 and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Residential status (usually to confirm whether or not an applicant has lived in the UK for the past 3 years)
- Relevant medical information, special educational needs information
- Safeguarding information relating to the applicant
- Information relating to criminal convictions and cautions
- Assessment information (such as predicted and actual grades)
- Career aims

### **Collecting student information**

Information is mostly provided by the students themselves, some information is likely to be provided by their parents/cares. Information about students is also provided by their previous school or college, and in some cases, information is provided through the Local Authority and other support services. The Learning Records Service will provide us with a unique learner number (ULN) and may provide with us with details about the applicant’s learning or qualifications. 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.

### **Storing student data**

We will hold all your application information for 2 years, in accordance with data protection legislation and current best practice. This is to allow withdrawn applicants to reapply at a later stage, should they

wish to. If a student enrolls at an NCLT college/school, this 'Student Applicant Privacy Notice' is superseded by the 'Student Privacy Notice', and the retention of your data will be extended.

### **Who do we share student information with?**

We routinely share student information (including subject choices) with the local authority and the current school of the applicant. Where necessary we may need to share information with health related/safeguarding services. In some cases we may request confidential references from an applicant's previous school or college. Data is shared where software is provided by third party to enable us to process applications. Where this is the case we will ensure we have a contract and/or a data sharing agreement in place to safeguard your data.

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 your personal information, please contact the Trust Data Protection Officer on 01977 702139.

You also have the right to:

- object to processing of personal data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- request your information is transferred to another organisation
- in certain circumstances, 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/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Trust Data Protection Officer by emailing [data.protection@nclt.ac.uk](mailto:data.protection@nclt.ac.uk), or by calling 01977 702139.