

NCLT PARENT/CARER PRIVACY NOTICE - COLLEGES

New Collaborative Learning Trust ensures personal data ('relating to an identifiable living individual') is only processed where there is a lawful basis to do so, observing the seven processing principles set out under the Data Protection Act and UK General Data Protection Regulation.

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 use parent/carers data to:

- maintain contact with those who have parental responsibility for enrolled students
- inform or seek consent (such as the off-site Educational Trips & Visits (ETV))
- communicate student academic performance and pastoral concerns
- in case of emergencies
- provide appropriate student support, care and guidance.

Lawful basis for using this information (UK General Data Protection Regulation – 'UK GDPR')

We have a legal duty to maintain contact with those who have parental responsibility for enrolled students. Processing of personal data is considered necessary for the performance of a task carried out in the public interest or in the exercise of official authority. We have a legal obligation to process pupil/student personal data, for example under SEND, safeguarding and equality & diversity. For some information, you may be providing your specific consent to our processing pupil/student personal data.

Depending on the purpose, our processing of your information will be due to one of the following:

- to meet a legal requirement [Article 6(1)(c)], such as the Education Act 1996
- to protect the vital interests of you or someone else [Article 6(1)(d)], for instance sharing your details with the emergency services
- article 6(1)f - Processing is necessary for the purposes of the legitimate interests pursued by the controller

Special Category Personal Data

Where we process special category personal data (for example health, SEND or ethnicity information), we also rely on an appropriate condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

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/carers 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/carers information with?

We do not share Parent/Carers 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.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. These are summaries below.

Legal Basis	Right under the Law						
	Informed	Access	Rectification	Erasure	Restriction	Portability	Objection
Consent Art.6(1)(a)	✓	✓	✓	✓	✓	✓	Withdraw consent
Contract Art. 6(1)b	✓	✓	✓	✓	✓	✓	✓
Legal Obligation Art.6(1)(c)	✓	✓	✓	X	✓	X	X
Vital Interest Art.6(1)(d)	✓	✓	✓	✓	✓	X	X
Public Interest Art.6(1)(e)	✓	✓	✓	X	✓	X	✓
Recognised Legitimate Interest Art.6(1)(ea)	✓	✓	✓	X	✓	X	X
Legitimate Interest Art.6(1)(f)	✓	✓	✓	✓	✓	X	✓
The availability of a right may depend on the circumstances of the request and any applicable exemptions under UK GDPR and the Data Protection Act 2018. In some cases, we may be able to refuse the request, continue processing, or rely on a statutory exemption.							

Automated Decision Making

We do not use automated decision making which would have legal or a similarly significant effect on an individual.

Requesting access to your personal data

Under data protection legislation individuals 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 Team by email:- data.protection@nclt.ac.uk.

Contact

Here is our Data Privacy page - <https://nclt.ac.uk/data-protection-and-freedom-of-information/>

If you have an enquiry or complaint about the way we are collecting or using your personal data, you should raise it with us in the first instance. You can also raise issues directly to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Data Protection Officer

If you would like to raise a complaint or discuss the handling of your data by NCLT, please contact the Trust Data Protection Team. email:- data.protection@nclt.ac.uk or by calling 01977 802802.