

# Privacy Notice – Student Applicants (including Prospective Applicants, Summer School applicants & attendees)

John Leggott College's data protection 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.

*Categories of student applicant 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
- Photography of student applicant for ID Card

*Why do we collect and use student applicant information?*

We collect and use student information under Article 6 (1) of the General Data Protection Regulation 2016:

- processing is necessary in order to protect the legitimate interests of the data subject*
- processing is necessary in order to fulfil our legal obligations*
- processing is necessary in order for us to carry out a public task*

Special category data is processed under Article 9 (2):

- processing is necessary for the purpose of carrying out obligations under employment and social security and social protection law*

We use student applicant data:

- to assess an applicant's suitability for a programme of study at John Leggott College
- to inform applicants of opportunities available at John Leggott College
- to assess if we are able to provide appropriate support, care and guidance
- to ensure we meet all legal and statutory requirements placed upon us

We will use the information provided in a manner that conforms with the Data Protection Act 2018, the UK General Data Protection Regulation 2016 and the Human Rights Act 1998.

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.

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## *Collecting student applicant 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.

## *Storing student applicant data (how long is data held for)*

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of student applicant data. Data retention times are outlined in our separate Data Retention Policy.

## *How we transfer your personal information outside of the EEA*

The college sometimes use third party processors (e.g. Google) which may include international transfers to the EU/USA.

## *Why we share student information*

We do not share information about our student applicants with anyone without consent, unless the law and our policies allow us to do so.

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

We routinely share student information with:

- Local authorities
- Learner Records Service
- Current School of the applicant

We occasionally share staff/workers information with:

- Police / Emergency Services
- HSE/Other Regulatory Bodies

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.

## *Our students aged 16+*

We will also share certain information about students aged 16+ with the local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

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- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit the local authority website.

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

### *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 [beckyrobinson@leggott.ac.uk](mailto:beckyrobinson@leggott.ac.uk) who will process the request in capacity as John Leggott College'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

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/>

### *Contact:*

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

- |                           |  |
|---------------------------|--|
| • Data Protection Officer | Becky Robinson   |
| • Email address           | <a href="mailto:beckyrobinson@leggott.ac.uk">beckyrobinson@leggott.ac.uk</a> |
| • Telephone number        | 01724 407061   |

### *Changes to this privacy notice:*

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.