

How we use your information Privacy notice for Students 2017

Monitoring

By	Review Period	Method
Full governing body	Bi-Annual	Meeting

Ownership: Data protection Officer

Revision History

Review	Changes	Next Review Date
January 2017	New Notice	January 2019



Introduction

This notice is to help students understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice please talk to your form tutor.

What is "personal information"?

Personal information is information that the College collects about you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The College may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the College collect personal information?

Admissions forms give us lots of personal information. Your old school also gives us information about you. We get information from you, your parents/guardians, your teachers and other students. Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the College run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all your teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the College site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the College or let them know if we have any concerns about your welfare, also any information requested by the School Census.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your exam results and provide references.
- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards.
- When you are involved in external activities such as Duke of Edinburgh or other trips
- We may share information with third parties in order to support you. For example, with external careers guidance services, Youth Support Services, Mental health services, Social Services

- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at College or if there is a burglary.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and (where fair) your behaviour records with your parents or education guardian so they can support your schooling.
- We will only share your information with other people and organisations when we have a good reason to do so.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your form tutor.
- We may use photographs or videos of you for the College's website and social media sites or prospectus to show prospective students what we do here as well as for teaching purposes. We may also use photographs on other flyers and banners to advertise the College. We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing. We may keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the College.

What do we do with your personal information?

The Data Protection Officer is the person responsible at our College for managing how we look after personal information and deciding how it is shared. Like other organisations we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the information we get fairly.

In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- If information is incorrect you can ask us to correct it.
- If you would like us to change or update the information we hold about you please speak to your form tutor. You can also ask what information we hold about you.
- If you would prefer that we keep certain information confidential then please speak to your form tutor.

Further information and guidance

This notice is to explain how we look after personal information.

If you have any questions you can ask your form tutor about how it works in our College. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.

Authorised by	[• please complete]
Date	[• 00 month year]

Effective date of the policy	[• 00 month year]
Review date	On each anniversary of the effective date of the policy and immediately following any data protection related incident.
Circulation	[• Published on the College's website / in the Student Handbook / provided in a joiners information pack / displayed on the College's information boards for students.]
Status	Drafted in accordance with the Data Protection Act 1998