



# PRIVACY NOTICE



Valley College

The Central Team and DPO will review this notice on a 2 yearly cycle

Colleagues affected by this Policy:	All stakeholders
Approved by/ date:	Sept 2023
Next review:	Sept 2025

## **PRIVACY NOTICE: STUDENTS**

### **Privacy Notice – UK General Data Protection Regulation & Data Protection Act 2018**

Valley College ('the College') is required by law to collect and process personal data relating to all of those students who attend the College. The College may also collect and process personal data of parents and carers. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This privacy notice provides you with information about how we collect and process personal data of our students in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

#### **Who are we?**

Valley College is part of The Sea View Trust – a multi-academy trust incorporating a number of different schools and academies. This privacy notice has been issued on behalf of The Sea View Trust. When we refer to "we", "us", "our" or "the College" within this privacy notice, we are referring to Valley College which is part of The Sea View Trust. The Sea View Trust is the 'data controller' for the purposes of data protection law.

The Sea View Trust has appointed a Data Protection Officer who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

#### **What data do we collect?**

Personal data is held by the College about our students and their parents/carers. This includes:

- Personal information such as their name, date of birth, unique student number and address.
- Characteristics such as their ethnicity, language, nationality, country of birth and free meal eligibility.
- Attendance information such as the number of sessions they have attended, the number of absences and the reasons for those absences.

- Assessment information such as their current progress, their predicted progress and where appropriate data relating to any assessments, tests or exams they have undertaken.
- Relevant medical information including any conditions or allergies students may have, the need for epi-pens/medication, emergency contact and doctor's details.
- Special educational needs information. This includes information about any particular needs that a student has, any funding that is received specifically for students, statements of individual need and health care plans.
- Behavioural information, which may include information about students' general classroom behaviour including any awards gained, together with any detentions fixed-term or permanent exclusions they have received.
- Information relating to ethnicity, nationality and religion.
- Pastoral and safeguarding information, including notes on any home visits undertaken.
- Financial records about any money you have paid us; any amount(s) outstanding and associated recovery action. Depending on your chosen method of payment, we may hold your bank account details.
- Details of any other information that is provided to us by students and parents/carers during the course of our relationship with you
- Photographs.
- CCTV images.

### **How is personal data collected?**

The College may collect this information in a variety of ways. Whilst the majority of the student information you provide to us is required by law, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, when requesting information, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### **Why do we collect and use this data?**

We have set out below a description of all the ways we plan to use student and parent/carer information, and which of the legal bases we rely on to do so. We may process student and parent/carer information for more than one lawful ground depending on the specific purpose for which we are using your information.

<b>Purpose/Activity</b>	<b>Type of Information</b>	<b>Lawful Basis for Processing Information</b>
To support student learning	Contact details and characteristics	Necessary to comply with our legal obligations
	Attendance information	Necessary for the performance of a task carried out in the public
	Assessment information	

	<p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p>	interest
To monitor and report on student progress, enabling suitable interventions to be put in place where required	<p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p>	<p>Necessary to comply with our legal obligations</p> <p>Necessary for the performance of a task carried out in the public interest</p>
To provide appropriate pastoral care and ensure students have access to appropriate support	<p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p>	<p>Necessary to comply with our legal obligations</p> <p>Necessary for the performance of a task carried out in the public interest</p>
To assess the quality of our services	<p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p>	<p>Necessary to comply with our legal obligations</p> <p>Necessary for our legitimate interests to improve our performance</p>

	<p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p>	
To keep students and staff safe	<p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p> <p>Photographs</p> <p>CCTV</p>	<p>Necessary to comply with our legal obligations</p> <p>Necessary for the performance of a task carried out in the public interest</p>
To comply with the law regarding data sharing	<p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p>	<p>Necessary to comply with our legal obligations</p> <p>Necessary for the performance of a task carried out in the public interest</p>
To comply with statutory duties placed upon us for Department for Education data collections	<p>Contact details and characteristics</p> <p>Attendance information</p>	<p>Necessary to comply with our legal obligations</p> <p>Necessary for the</p>

	Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information	performance of a task carried out in the public interest
To communicate with parents/carers and provide updates relating to student learning	Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information Photographs	Necessary to comply with our legal obligations  Necessary for our legitimate interests to improve our communications with parents/carers  Consent
To process payments from parents/carers	Contact details and characteristics  Financial information	Necessary for the performance of the contract

### Purposes for processing – Special Category Data

We have set out below a description of all the ways we plan to use more sensitive “special category data” of students and parents/carers, and which of the legal bases we rely on to do so. We may process student and parent/carer information for more than one lawful ground depending on the specific purpose for which we are using your information.

Purpose/Activity	Type of Information	Lawful Basis for Processing Information
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To ensure your dietary needs are catered for	Medical information	Vital interests  Necessary to comply with our legal obligations  Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes
To make reasonable adjustments for the provision of learning	Medical information	Necessary to comply with our legal obligations  Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes
For statistical analysis of our students	Race, nationality and ethnicity information	Necessary to comply with our legal obligations  Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes
To keep students and staff safe	Medical information  Behavioural information  Pastoral and safeguarding information	Necessary to comply with our legal obligations  Necessary for reasons of substantial public interest  Schedule 1, Part 2, (18) Data Protection Act 2018 - Safeguarding children and adults at risk  Schedule 1, Part 1, (3) Data Protection Act 2018 - Public Health
To support students with special educational needs	Special educational needs information  Medical information	Necessary to comply with our legal obligations  Necessary for reasons of substantial public interest

		Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes
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**Who is personal information shared with?**

We routinely share student information with:

- Colleges that your child attends after leaving us
- Our Local Authority
- The DfE
- Ofsted
- Examining bodies
- Law enforcement agencies
- Courts and tribunals
- The Sea View Trust
- Our auditors, insurers and other professional advisers
- Health and social welfare organisations
- Our catering provider
- Our Speech and Language provider
- Third parties for the purpose of providing a public task

**Why do we share student information?**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. Where the College engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**How do we protect data?**

The College takes the security of student data seriously. The College has internal policies and controls in place to try to ensure that student data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

**For how long do we keep data?**

We will only retain student personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in The Sea View Trust’s Record Management Policy.



## Your rights

As a data subject, students and parents/carers have a number of rights under data protection law. This includes the ability to:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing personal data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of personal data where the College is relying on its legitimate interests as the legal ground for processing.

Where the processing of student data is based upon explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

## Complaints

We take any complaints we receive about the collection and use of personal information very seriously. We would encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting us (see contact details section below).

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office.

You can contact the Information Commissioner's Office at the following address:  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or visiting [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## Contact us

If you would like to discuss anything contained within the privacy notice please contact the Data Protection Officer via e-mail – [dataprotectionofficer@forbessolicitors.co.uk](mailto:dataprotectionofficer@forbessolicitors.co.uk).

	<b>Name/Initials:</b>	<b>Date:</b>
<b>Written By:</b>	NW	Nov 17
<b>Reviewed:</b>	DPO	Sept 20
	DPO	Apr 22
	DPO	Sept 23

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