



## Student Privacy Policy

### *How we use student information at St. Dominic's Sixth Form College*

St. Dominic's Sixth Form College is committed to protecting and respecting your data privacy. For the purposes of your Data Protection, St. Dominic's Sixth Form College ("the College") is the Data Controller. Our Data Policies and Practices are overseen by the Data Protection Officer, Mrs. Dee Wick, PA to the Principal - contact details below.

#### **The categories of student information that we process include:**

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, religion, language, *bursaries and* free school meal eligibility)
- safeguarding information and matters relating to Child Protection
- special educational needs (including the needs and ranking)
- medical and administration (such as health issues, allergies, medication and dietary requirements)
- biometric fingerprint code (for lesson attendance self-recording, building security access, cashless catering)
- photo for security ID card
- photographs for the website, prospectus, social media or other marketing purposes]
- attendance (such as lessons attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (GCSE exams results from previous schools, A-level/BTEC or other courses enrolled for and any relevant results)
- payments on ParentPay online (for cashless catering, College trips)
- library and course textbook book lending history and late payment fines
- careers and progression information
- canteen food and beverage purchases via our cashless catering system
- behavioural and other pastoral information (such as warnings about attendance or half-term grades or disciplinary stages and any relevant documentation)
- IT and internet access information by students (including college computers used, WiFi usage, internet websites accessed, online surveys, emails sent or received using the College email service)
- the College also has a number of CCTV cameras which are recorded on the College computer network for security and retained for up to 1 month

## Why we collect and use student information

We collect and use student information, for the following purposes:

- to support student learning
- to monitor and report on student attainment progress
- to provide appropriate pastoral care
- to safeguard our young people
- to provide careers and future education and training advice and support
- to support or improve educational provision
- to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

- **Legal obligation:** the processing is necessary for you to comply with the law including
  - reporting to the DfE or the Local Authority careers service
  - use of ID cards and CCTV for safeguarding responsibilities
- **Legitimate interests:** the processing is necessary for your legitimate interests or providing you with an education

Furthermore, we process and retain special category data in line with conditions 2a-2d of GDPR - Article 9

## How we collect student information

We collect most student information via your application and enrolment processes via the College website and subsequent forms completed by the students at or after enrolment. This student data is essential for the Colleges' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

## How we store student data

We hold student data securely on our Student MIS system for the set amount of time shown in our data retention schedule. Paper records are stored in a secure Student Records filling room adjacent to the Principal's Office

## Who we share student information with

We routinely share student information with:

- UCAS - university application service
- our local authorities who have a statutory obligation to manage the education and training for young people
- the Department for Education (DfE)
- JCQ regulated Examination Boards for examination entries
- Learner Record Service, a government agency which maintains a Personal Learner Record - see <https://www.gov.uk/government/publications/lrs-privacy-notice>
- ALPS and other College achievement/attainment analysis services
- prospective employers when they request employment references

### **Why we regularly 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.

### **Youth support services**

We will also share certain information about students aged 16+ with our 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:

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

For more information about Local Authority services for young people, please visit the pan-London Careers services website at <http://prospects.co.uk/Where-We-Work/London>

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Further and Higher Education Act (FHEA) 1992, amended by the Learning and Skills Act 2000, the Further Education and Training Act 2007, the Further Education Corporations, the Apprenticeships, Skills, Children and Learning Act 2009 and latterly the Education Act 2011

### **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that, we, the College hold. To make a request for your personal information, or be given access to your child's educational record, contact the DPO (details at the end of this document)

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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 anything in this privacy notice, please contact:

Mrs Dee Wick PA to the Principal and Data Protection Officer at the following email: [dpo@stdoms.ac.uk](mailto:dpo@stdoms.ac.uk) or in writing at Data Protection Officer, St.Dominic's Sixth Form College, Mount Park Ave, Harrow HA1 3HX

## How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins College funding, which is calculated based upon the numbers of children and their characteristics in each College.
- informs 'short term' education policy monitoring and College accountability and intervention (for example, school GCSE results or student Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond College)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the "Individual Learner Record") go to

<https://www.gov.uk/government/collections/individualised-learner-record-ilr>

## Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- Colleges, universities and schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>