

# Privacy Notice

St Brendan's Sixth Form College is the data controller (as defined by the General Data Protection Regulations 2016 or GDPR) of your personal data and the Assistant Principal is the designated Data Protection Officer (DPO).

St Brendan's processes your data in order to support you with your studies. This includes timetabling and tracking your progress and setting targets for you. We also use your data for general and day to day operations like recording your College deposit, processing bursary payments and bus tickets, managing your payments for trips or curriculum equipment, managing your library account and your systems account which gives you access to the College's IT services, email account and door access system.

The College will pass your details on to other official bodies including examination boards and the Education and Skills Funding Agency (ESFA). The data is primarily used by the ESFA and the Department for Education to perform statutory functions on behalf of the Secretary of State as set out in the Apprenticeships, Skills, Children and Learning Act 2009 and for the exercise of functions of the Crown, a Minister of the Crown or that government department.

St Brendan's Sixth Form College will process your personal data to enable it to fulfil its education role and it is required to pass some of your data to the ESFA for the exercise of functions of the government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

The College will collect the following data from you:

- full name;
- address;
- telephone number;
- email address;
- qualifications on entry;
- gender details;
- ethnicity;
- date of birth;
- eligibility to remain in the UK (passport or NI number or birth certificate);
- photograph (for ID purposes);
- previous school;
- care status;
- health problems that we need to be aware of;
- special educational needs that you may have;
- qualifications gained;
- asylum status should that be applicable.

We will also collect and maintain records of:

- your course choices;
- attendance;
- examination entry details;
- bursary applications (with details, but not copies of, your household's income) and payments thereof;
- car registration number (if parking on site);
- destination after St Brendan's;
- and any personal or sensitive data that you choose to share with the College.

We will share some of your data with: the ESFA; examination boards; the Local Authority; the Association of Colleges (for analysis); WisePay in order to create and manage your on-line payment account with the College; and other authorities on demand for statutory purposes.

### **You have the following rights:**

**The right to be informed** about the collection and use of your personal data.

**The right of access** to your personal data and supplementary information and to be aware of and verify the lawfulness of the processing.

**The right to rectification** of inaccurate or incomplete personal data. You can request this verbally or in writing.

**The right to erasure** also known as 'the right to be forgotten' may give you the right to have personal data erased. But this right is not absolute and only applies in certain circumstances. You can make a request for erasure verbally or in writing.

**The right to restrict processing** may give you the right to request the restriction or suppression of your personal data. This is not an absolute right and only applies in certain circumstances. When processing is restricted, personal data can be stored but not used. You can apply verbally or in writing.

**The right to data portability** gives you the right to obtain and reuse your personal data for your own purposes across different services.

**The right to object** to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.

**Rights in relation to automated decision making and profiling.** The GDPR has provisions on automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process. However, the College does not process your data in this way when making its decisions.

To write to us on any of the rights above please use: [Dataprotection@stbrn.ac.uk](mailto:Dataprotection@stbrn.ac.uk)

If you have a complaint to make about the College's treatment of your data or in respect to the responses made to your enquiries you can lodge a complaint with the Information Commissioners Office on 01625 545745 or 0303123 1113.

Your data is collected from your application and enrolment process, your previous school, the local authority, your teachers and tutor.

Below is a schedule of how long we will hold your data for. This is an extract from a fuller document which may change from time to time. To check for updates to the list please go to <http://www.stbrn.ac.uk/college-docs/college-documents/>

### **Retention periods**

Class	Description	Retention period
Financial	Records documenting: <ul style="list-style-type: none"> <li>the issue of sales invoices and the processing of incoming payments.</li> <li>the receipt and processing of students' payments.</li> <li>Bursary details and household income</li> <li>Records documenting standing orders etc.</li> </ul>	<b>Current financial/tax year + 6 years</b>
Health and safety	Records documenting: <ul style="list-style-type: none"> <li>the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the College's premises.</li> </ul>	<b>Current year + 40 years</b>
Student achievement & progression	<ul style="list-style-type: none"> <li>Pass/Qualification/Awards lists.</li> </ul>	<b>Current year+10 years</b>
Other data	Records documenting: <ul style="list-style-type: none"> <li>the handling of enquiries from prospective students.</li> <li>the handling of applications for admission: unsuccessful applications.</li> <li>individual students' submission of assessed work and handling of reports of mitigating circumstances.</li> <li>the timetabling of examinations.</li> <li>Car registration details if required.</li> </ul>	<b>Current academic year + 1 year</b>

	<p>Records containing:</p> <ul style="list-style-type: none"> <li>• standard analyses of data from individual students' records.</li> <li>• Records of administration of Student Financial and employment support.</li> <li>• Arrangements for Assessments and examinations. Records documenting the provision of Welfare/Advice Services to individual students.</li> <li>• Records documenting the conduct and results of disciplinary proceedings against individual students.</li> <li>• Timetabling</li> <li>• Course Assignment</li> <li>• Assignment of students to classes/groups</li> <li>• Core student data including photo ID.</li> </ul>	<b>Current year + 6 years</b>
	<ul style="list-style-type: none"> <li>• Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.</li> </ul>	<b>Length of course +6 years</b>
	<ul style="list-style-type: none"> <li>• Records containing full personal data on individual students.</li> </ul>	<b>End of 'registered student' relationship with institution + 6 years</b>
	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• the academic progress of individual students and formal action taken by the College to deal with unsatisfactory progress.</li> <li>• the withdrawal of individual students from the institution.</li> <li>• the termination of individual students' programmes.</li> <li>• the registration of individual students on programmes.</li> <li>• the initial assessment of Students.</li> <li>• the handling of applications for admission: successful applications.</li> </ul>	<b>Termination of relationship with student + 6 years</b>
	<ul style="list-style-type: none"> <li>• Records relating to Learning Support for Students with specific needs.</li> </ul>	<b>Current +7 Years</b>
	<ul style="list-style-type: none"> <li>• Student Health Services.</li> </ul>	<b>Medical Records permanent</b>