

Privacy Notice – Longley Park 6th Form College Students

Introduction

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about **students at our trust**, like you.

Our trust, **Brigantia Learning Trust**, is the 'data controller' for the purposes of data protection law. Our data protection officer is **EduDataPro** (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at college.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal details and Characteristics - Data to identify you and document your characteristics.
- Contact details - Where you live and how to contact you and your parents/guardians.
- Admissions - Data to enable us to administer the application process.
- Study Programme - The courses you are studying and your timetable.
- Attainment - Your prior attainment at school and data relating to your academic progress, exams and attainment at College.
- Exams - Data for the administration of exams.
- Attendance - Your attendance in lessons, and absences.
- Behaviour - Behavioural data including exclusions and interventions.
- Progression - Your progression plans including HE offers, careers advice and work experience. This includes confirmation of your progression activities within 12 months of leaving.
- exam access arrangements.
- Safeguarding - Child protection, welfare and safeguarding.
- Bursary and Free School Meals - Income and income support, eligibility and use of both the bursary and free school meals.
- Financial - Data needed to make/receive payments and record transactions.
- Security - CCTV footage and internet usage logs.
- Health and Safety - Accident records.
- Trips and Activities - Data for the administration of trips and activities.
- Student Administration - Data for the administration of student services e.g. online payments, catering and parking. Correspondence and any other information you provide.
- Feedback - Survey responses of students.



- Consent - Your consent preferences where applicable.

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any medical conditions, dietary requirements or allergies you have
- Your biometric data, like your data about your fingerprint

Why we use this data

We collect and use the data listed above to:

- a) Get in touch with you and your parents when we need to
- b) Check how you're doing in lessons and exams and work out whether you or your teachers need any extra help
- c) Track how well the college and trust as a whole is performing
- d) Look after your wellbeing
- e) For biometric data, to enable our cashless catering payment system
- f) To monitor your use of our information and communication systems to ensure compliance with our IT policies
- g) To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- h) Answer your questions and complaints
- i) Publish statistics, for example, about the number of students or learners in colleges
- j) Meet legal requirements placed upon us

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you're in our college, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations



- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network (s)
- Protect your welfare

Our lawful basis for using this data

Our lawful basis for processing your personal data for the purposes listed in section 3 above are as follows:

- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations). We need to process data to meet our responsibilities as a school under UK law as set out here: <https://www.gov.uk/government/collections/statutory-guidance-schools>

An example of this is 'safeguarding children and young people'

- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Managing a school is considered a '**task in the public interest**'. Further details are available here: <https://www.gov.uk/government/collections/statutory-guidance-schools>

Less commonly, we may also use personal information about you where:

- We ask for your **Consent**: the individual has given clear consent for you to process their (or their child's) personal data for a specific purpose. An example of this may be certain uses of photographs of you and the use of your biometric information (fingerprints)
- We need to protect an individual's **vital interests** (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data needs to be processed for **health or social care purposes**, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.

Where you've provided us with consent to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the colleges' use of your data.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law



- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

Collecting this data

We will only collect and use personal information when the law allows us to as detailed above. While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

We collect data from the following sources:

- your application to the College
- your pre-enrolment, enrolment and induction process
- your interactions with the College through our systems, in person or through letters, emails, forms, surveys or phone calls;
- financial transactions with the College; and
- third party service providers and government agencies (data processors and controllers listed in “who we share your information with”). You will be issued with separate privacy notices from these third parties where appropriate. i.e.
 - Local authorities
 - Government departments or agencies
 - Police forces, courts, tribunals
 - The NHS or your doctor
 - Previous schools, colleges or trusts
- Use of the college network and equipment via our appropriate filtering and monitoring systems in line with [DfE guidance](#) and KCSIE2025

How we store this data

We keep personal information about you while you’re attending our college. We may also keep it after you stop attending the college if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our record retention schedule sets out how long we keep information about pupils.

To request a copy of our record retention schedule, please contact the main Trust/College Office

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We’ll dispose of your personal data securely when we no longer have a legal requirement to retain it.

Who we share data with

We routinely share your information with:

- Sheffield City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department of Education
- Your family or representatives



We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with data protection law), we may also share personal information about you with:

- Ofsted, our regulator
- UCAS
- Suppliers and service providers:
 - Signing in/Visitor system
 - MIS system provider (Arbor, Unit E, Cedar, Capita SIMs, Safeguarding and accident reporting system)
 - Cashless Payment Systems
 - IT Contractors
 - Print Management
 - Online Learning
 - Media and Design Services
- Benefit Agencies
- Residential/Educational Visit management System (e.g. EVOLVE)
- Text and Email systems (e.g. EduLink)
- Our auditors
- Educators and examining bodies – to meet our legal obligations to share certain information with them regarding education and or examination materials and results
- NHS teams and health care professionals



Sharing data with the Department for Education (DfE)

We have to share information about you with the Department for Education either directly or via our local authority, via various statutory data collections.

The data shared will be in line with the following legislation:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls which meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives
- Monitor how well the education system is working and how well our school is doing in terms of educating our [students/pupils]
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What you have done since finishing school

Please note: this list is not exhaustive.

Once [students/pupils] in our school reach the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13 to 19 year olds under section 507B of the Education Act 1996.

Parents/carers, or [students/pupils] if aged 16 or over, can request that only their name, address and date of birth be passed to these agencies by informing the school.

National Pupil Database

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.



Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools and colleges are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

The Learner Records Service

The Learning Records Service (LRS) is operated by the ESFA. The LRS collects information about learners registering for relevant post-14 qualifications, for example:

- GCSEs and A-Levels
- Entry to Employment Certificates
- Regulated Qualifications Frameworks
- Welsh Baccalaureate and associated units

The LRS uses your information to:

- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)

In most cases, you will have been registered with the LRS at school but if you were not or if any of your information has changed, we may need to share your data. The privacy notice for the LRS can be found here: <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

Transferring data internationally

We may share personal information about you with the following international third parties outside of the UK, where different data protection legislation applies - including but not limited to

- Google G Suite Hosting [\[Data Processing Amendment\]](#) and [model contract clauses](#) in place]

Where we transfer your personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding it and how we are processing it, and how long we will keep it for



- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used where it is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first. You can make a data protection complaint to us at any time by contacting

When a data protection complaint is lodged with us we will:

- Acknowledge the complaint within 30 days
- Take appropriate steps to investigate the complaint
- Inform the complainant of the outcome of the complaint without undue delay



Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Our data protection officer is:

- **EduDataPro** dpo@edudatapro.com Tel: 07472881114

However, our **data protection lead** has day-to-day responsibility for data protection issues in our trust.

If you have any questions or concerns or would like more information about anything mentioned in this privacy notice, please contact them:

- **Simeon Cornelius** – scornelius@brigantiatrust.net