



UTC Warrington Privacy Notice

Information for Parents/Carers

Introduction

From the 25 May 2018 the law is changing and the new General Data Protection Regulation (GDPR) will come into force. As an organisation that gathers and uses data, we are required to review our data handling and related procedures.

This introduction outlines the key changes brought about by this legal change and links with our Data Protection policy.

In principle, we are required to carefully consider:

- What data we need from you
- Why we need it
- What we will do with it
- Where it will be stored
- Who we share it with and why
- How we will dispose of the data
- How long we will keep it for

Who processes your information?

UTC Warrington is the data controller of the personal information you provide to us. This means the college determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

Sharing Your Data

We will always endeavour to tell you what we are doing with your data. However, on occasion, we may be required to pass on data to other people or agencies. The circumstances in which we would likely do so would include:

- At the request of a court of law
- Where we believe your child is at risk of harm
- We are legally required to do so
- At the request of police services in relation to a crime

We will always try to notify you that we have passed on data to somebody else. However, it is likely that, on occasion, time-scales may limit our ability to do this.

Why do we collect and use your information?

UTC Warrington holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous college, local authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students

What type of data is collected?

The categories of student information that the college collects, holds and shares include the following:

- Personal information – e.g. names, student numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free college meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Post 16 learning information

Whilst the majority of the personal data you provide to the college is mandatory, some is provided on a voluntary basis. When collecting data, the college will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the college will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Your Child's Data

As a college, we require some essential data from you as parents. This data can be as simple and as routine as your address, a contact phone number or any medical conditions your child may have. Such information is not only legally required by the college, but also ensures that children and their families are supported by the college for routine matters.

In most cases, this data will be provided by you in written form, but will then be 'processed' and entered into the colleges information management system (computer system). Be assured that our systems are:

- Password protected
- Restricted to those with a 'need to know'
- Regularly backed up externally
- Protected by current anti-virus software
- Managed in accordance with the law and local guidance

However, as a college, we handle and use a much wider variety of data which may include our CCTV recordings, test data, referrals to social care and much more. We will now let you know how we manage this kind of data. You can find full details of this in our 'Annual Data Statement', which will be available on the college website each year.

How long is your data stored for?

Personal data relating to students at UTC Warrington and their families is stored in line with the college's Records Retention & Disposal Policy. In accordance with the GDPR, the college does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The college is required to share students' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in colleges in England. UTC Warrington is required by law to provide information about our students to the DfE as part of statutory data collections such as the college census; some of this information is then stored in the NPD. The DfE may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

UTC Warrington will not share your personal information with any third parties without your consent, unless the law allows us to do so. The college routinely shares students' information with:

- Students' destinations upon leaving the college
- The Local Authority
- School Nurse/NHS
- The Department for Education

Youth support services

Once our students reach the age of 13, we also pass student information to our local authority and 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:

- youth support services

- careers advisors

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

We will also share certain information about students aged 16+ with our local authority and 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 advisors

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how UTC Warrington uses your personal data.
- Request access to the personal data that UTC Warrington holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way UTC Warrington and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we use and store your personal data, please visit our website (www.utcwarrington.org) and download our Data Protection Policy.

Data Protection Officer

UTC Warrington has appointed Maxine Ward as its Data Protection Officer (DPO). The role of the DPO is to oversee and monitor the college's data protection procedures, and to ensure they are compliant with the GDPR and data controller responsibilities. If you would like to discuss anything in this privacy notice, the DPO can be contacted on 01925 737067 or by email mward@utcwarrington.org.