

# Hereford Sixth Form College

## Privacy Notice (How we use student information)

### The categories of student information that we collect, hold and share include:

- personal identifiers such as your name, Unique Learner Number (ULN), date of birth, gender and ID card photo
- contact details – including address, telephone number and email address
- details of your previous qualifications, employment and educational history
- information about your nationality and residency
- information about medical or health conditions, including whether or not you have a learning disability or difficulty and examination access arrangements
- characteristics (such as ethnicity, country of birth, and optionally language, religion, sexual orientation and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment, attainment, behavioural and progress information (such as courses enrolled for and any relevant results)
- household information and, where applicable, National Insurance number which are collected only for Education and Skills Funding Agency (ESFA) use and is not used by Hereford Sixth Form College
- safeguarding information (personal welfare and pastoral support records) including those received from your previous institution
- data about any criminal convictions
- details of potential incidents in connection with use of college network and computers (user login ID and screenshot of user's screen at the moment the incident occurred)
- images taken on CCTV
- with your consent we may use photographs or video containing your image in College publications, on the College website and (where appropriate) on the College's social media channels

### Why we collect and use this information

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

- to support student learning and progression
- to monitor and report on student progress
- to provide appropriate pastoral care
- to administer examinations
- to enable application processes (e.g. UCAS)
- to assess the quality of our services
- to keep students safe
- to comply with the law regarding safeguarding, data sharing and entitlement to study
- to monitor as appropriate use of the College network and systems in accordance with the IT Acceptable Use Policy

## **The lawful basis on which we use this information**

We collect personal data under GDPR Article 6 Legal Obligation and Public Task in order to meet our legal obligations with the ESFA (Education and Skills Funding Agency). Use of this data is also necessary in order for us to carry out our public task to provide education and training.

We collect data about criminal convictions in order to protect vital interests of others under GDPR Article 6 Vital Interest and also in order to carry out our duty to support those with a conviction under GDPR Article 6 Public Task.

We collect emergency contacts in order to safeguard and promote your welfare under GDPR Article 6 Vital Interests.

We collect parent/guardian/carer contact details and share with them information on student progress under GDPR Article 6 Public Task in order to fulfil our duty to support students' education and learning as fully as possible.

We collect special category data, such as ethnicity and religion, to fulfil our statutory duties to the Department for Education (DfE) in the substantial public interest GDPR Article 9(g), in order to fulfil the three aims of the Equality Duty contained within the Equality Act 2010 and to offer support where necessary.

We collect and share data relating to safeguarding and potential incidents in connection with College network use under GDPR Article 6 Vital Interest, duties imposed by law and in order to fulfil statutory guidance such as Keeping Children Safe in Education.

## **How we collect student information**

We collect student information initially via application and enrolment forms. Following initial collection you are able to request an update to your details via the student portal or by contacting MIS.

Student data is essential for the College's operational use. Whilst most student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## **How we store student data**

All data collected and processed on behalf of our funding partners. Other data will be held as long as is necessary to fulfil our duty as a college and in accordance with Hereford Sixth Form's Data Retention Policy.

## **Do we process data outside the EEA?**

Hereford Sixth Form College currently transfers your email address to the United States in relation to the use of [MailChimp](#) to manage email communication. This enables us to contact you to fulfil our legal duty of providing education. A Data Sharing Agreement is in place and regular checks are made to ensure your data is kept safe.

## Who we share student information with

Your information may be shared internally, including with any Hereford Sixth Form College staff who need the data to provide services to students. This will include special categories of data where appropriate.

Where Hereford Sixth Form College engages non-statutory third parties to process personal data on its behalf, we require them to 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.

We may share student information with:

- our local and neighbouring authorities (e.g. Childrens' Social Care Services department)
- the Department for Education (DfE)
- awarding bodies and UCAS
- external agencies related to safeguarding
- colleges that the students attend after leaving us
- schools that the students previously attended
- Microsoft Office 365
- careers service providers e.g. AimHigher
- service providers who provide learning platforms, assessment, IT and communications tools e.g. Dynamic Learning, Athens, Heritage Circa, Turnitin UK, GL Assessment.
- national performance analysis tools e.g. ALPS
- Joint Council for Qualifications
- third party services such as ParentPay, Pay my Student, MailChimp and TextAnywhere

## 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.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We have a responsibility to safeguard and protect the welfare of our students. Where concerns are raised about your safety and well-being, we will do our best to help and support you, but there might be situations where we may need to pass these concerns to and share this information with the local Children's Services Department, police or other agency for consideration and support. Information and records may also be requested from your previous educational establishment in order to fulfil our safeguarding duties and responsibilities.

## Youth support services

We will also share certain information about students 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 services for young people, please visit our local authority website <http://www.herefordshire.gov.uk>.

## 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 pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Education and Skills Funding Agency (ESFA) Privacy Notice

The ESFA is an executive agency, sponsored by the Department for Education (DfE) that is accountable for funding education and skills for children, young people and adults.

Please see the full text of the latest notice at:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

## Learning Records Service (LRS) Privacy Notice

The Learning Records Service provides a Unique Learner Number (ULN) to individual learners and a Personal Learning Record.

Please see the full text of the latest notice at:

<https://www.gov.uk/government/publications/lrs-privacy-notices>

## Requesting access to your personal data

Under data protection legislation, parents, guardians, carers and students have the right to request access to information about them that we hold. To make a request for your personal information, contact our Data Protection Officer [dpo@hereford.ac.uk](mailto:dpo@hereford.ac.uk).

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 about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:

Data Protection Officer [dpo@hereford.ac.uk](mailto:dpo@hereford.ac.uk).

## 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 school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, college A Level 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 school census) go to [School Census: Data Quality and Processing \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.find-npd-data.education.gov.uk/>

## Sharing by the Department

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

- 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

For more information about the Department's NPD data sharing process, please visit:

[National Pupil Database \(NPD\): privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice)

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the DfE 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/dfе-external-data-shares>.

To contact DfE: <https://www.gov.uk/contact-dfe>