Hills Road Sixth Form College

Applicant and Sixth Form Students' Privacy Notice

College Purpose & Mission

Hills Road provides an enriching academic pathway for the young people of Cambridgeshire, offering a nurturing and innovative community which develops creative and confident learners, resourceful and resilient individuals, and responsible and active citizens of the world.

College Values

Diversity, Excellence, Respect, Integrity, Community and Kindness.

The College's commitment to you

The protection of personal privacy is important to Hills Road Sixth Form College and any personal data you provide will be treated in accordance with current data protection legislation. The College recognises its responsibilities to process and manage personal information in a fair and proper manner. Whenever you provide such personal information, we will treat that information in accordance with this notice, current legislation and our Data Protection Policy.

In order to study at, or as part of your application to, the College, we will ask you to provide us with certain types of personal information about yourself. This notice explains what it is going to be used for including any third parties with whom your information will be shared. The College is allowed to process personal data in order to perform its official function of providing sixth form education. In other circumstances, for example, with adult students and staff, we process data to fulfil a contractual relationship. We may also process information for other reasons, such as to comply with a legal obligation, in the legitimate interest of the College or a third party, or your vital interests. We will ask for your consent before we use your personal information for any other reason; you have the right to withdraw this consent at any time.

Special categories of data, which are particularly sensitive, for example, ethnicity, gender identity, sexual orientation, religion or belief, will be used by the College to assist with monitoring compliance with the Equality Act 2010. Where you have a declared disability, learning need or health condition, the College will use this information for appropriately supporting your studies or employment. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

We may also process personal information in other circumstances, for example, providing facilities to hirers, information to alumni, paying suppliers, arranging for candidates who have not studied at the College to take exams.

Our processing includes the use of CCTV to maintain the security of the premises and for preventing and investigating suspected crime. This includes the use of Automatic Number Plate Recognition (ANPR) in the College's visitors' and staff car parks.

We will hold your information for a reasonable period of time and no longer than is necessary and in accordance with our Data Protection Retention periods. It is securely destroyed once the retention period has lapsed.

If we become aware of a data breach that is likely to result in a high risk to your rights or freedom, we will inform you without undue delay and notify the Information Commissioner's Office within 72 hours of becoming aware, even if we do not have the full details. When we notify you, we will tell you what we have done to mitigate possible adverse effects and, where appropriate, provide you with advice about steps that you can take to protect yourself from the effects of the breach.

Requesting access to your personal data

You have the right to request access to the information that we hold about you free of charge unless the request is for an excessive amount of information in which case we can charge a reasonable fee. We will provide the information without delay and within one month of receipt of the request unless the request is for excessive information or particularly complex, in which case we can delay the period by a further two months. To assist us with responding efficiently to your request it is helpful if you are able to specify the information to which the request relates. To make a request for your personal information, contact foirequest@hillsroad.ac.uk.

You have the right to:

- withdraw consent to processing at any time, where relevant
- have inaccurate or incomplete personal data rectified
- request the deletion or removal of personal data in specific circumstances
- restrict processing of personal data in specific circumstances
- object to processing of personal data in specific circumstances
- data portability in specific circumstances
- object to decisions being taken by automated means.

Reporting concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Data Protection Officer at the College at foirequest@hillsroad.ac.uk. If you are not satisfied by our response, you should raise your concern with the Information Commissioner's Office, www.ico.org.uk

Applicant and Sixth Form Student data

We collect and use your personal information to enable us to support your application to the college and to support your teaching, learning and pastoral care at the College. We are legally permitted to do this to enable us to provide

sixth form education under the Further and Higher Education Act 1992 and in the exercise of our public interest task of providing education.

Collecting student information
Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and, where you have a choice, we will ask for your consent to process the information. A significant amount of the information that you provide to us will be supplied electronically, but you may also be asked to supply information in hard copy.

Your information will be used to:

- carry out statistical analysis
- ensure your health and safety
- facilitate your progression to higher education and employment
- help us comply with our legal obligations, for example, our duty under the Equality Act 2010
- make decisions about whether to offer you a place at the College and facilitate your application to the College
- make reports to your parents/guardians
- make arrangements for your examinations
- make reasonable adjustments in relation to identified learning needs
- monitor and report on your progress
- provide appropriate pastoral care
- provide you with examination results and post results services
- support your teaching and learning
- verify your identity

We will seek your consent to use your photograph or video recordings for college marketing purposes. We will also ask for your consent if we wish to use any other personal details for marketing purposes or for keeping in touch with you after you leave the College.

We may use video recordings of some of your lessons to create online learning materials for students and to support the professional development of staff at the College, for which your consent is not required.

Special categories of data, for example, ethnicity, gender identity, sexual orientation, religion or belief, will be used by the College to assist with monitoring compliance with the Equality Act 2010 by ensuring that there are no unintentional organisational barriers which impede your learning progress. Where you have a declared disability, learning need or health condition, the College will use this information for appropriately supporting your studies. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

The categories of information that we collect, hold and share about you include:

- attendance information (such as lessons attended, number of absences and absence reasons)

- characteristics (such as ethnicity, gender and sexual orientation, first language)
- destination data after leaving the College
- diagnostic assessment data
- educational attainment (such as GCSE and A level subjects, grades and scores, estimated grades and progress)
- guidance meeting notes
- parental contact information (such as name and contact details)
- personal information (such as name and contact details, date of birth, visual image, unique learner number)
- references from your previous school
- special circumstances where applicable (such as free school meals eligibility, Education Health and Care Plan, acting as translator for your family, caring responsibilities, learning needs, health details, disability, right of abode, child protection information)
- CCTV video (without audio)

Some of this information can be viewed by you in ProPortal or in Applicaa if an applicant. If you believe that we are holding personal information about you that is incorrect or if you need to update your information because, for example you have moved house, then you should contact Admissions if an applicant or Student Services so that the information can be correctly updated.

Storing your information
We will store your data in accordance with our data retention periods, after which time it will be securely destroyed.

With whom do we share student information?
We share your information with:

- Cambridge Assessment for university tests, where applicable
- Cambridge Local Authority
- College staff and volunteers
- Department for Education
- Education and Skills Funding Agency
- examining bodies and the Joint Council for Qualifications (JCQ)
- Iris connect
- Ofsted
- parents/guardians
- previous school
- The Learning Records Service, where relevant
- UCAS

Where relevant and required we share information relating to the safeguarding of your health and wellbeing with other agencies such as the Community Child and Adolescent Mental Health Services (CAMHS), medical professionals, youth offending workers, police and social services.

We may also share information, as required, with College Auditors in the performance of their official functions.

When we share your personal information with any third party, it will be encrypted and password protected or exchanged through a secure portal.

In some cases, normally at your request, we share information outside the European Economic Area. When we do this, we will make every effort to ensure appropriate safeguards are in place to protect your personal information.

We also provide information, at your request, to other organisations, for example, supplying references to prospective employers.

Who shares your information with the College?
The Learning Records Service will give us your Unique Learner Number (ULN) and will give us details about your prior qualifications.

For further information regarding how the Learning Records Service manages your data please follow the link below:

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

Your previous school supplies us with references, estimated GCSE or equivalent grades and in some cases information to aid your transition to sixth form or to support your learning needs. Where relevant, Child Protection files are passed on from your previous school to assist with your safeguarding.

Information about your learning needs may also be supplied to us by others including parents, educational psychologists and medical professionals.

Why we share information
We do not share information about you with anyone without consent unless it is required or permitted by law.

It is a statutory requirement that we share your information with the Education and Skills Funding Agency. This data sharing underpins funding decisions, the monitoring of participation in education and educational attainment, and informs national planning. We share your information with the examination bodies for the purposes of examining and awarding qualifications including marking, issuing of examination results and providing access to post-results services and certificates.

We share video recordings of lessons with our partner, Iris Connect, which facilitates the video-based learning platform that supports staff professional development.

We share your information with the Cambridge Local Authority to enable them to monitor who is in education and training up to age 18.

We let your previous school know that we have made you an offer of a place at the College and also let them know your A level examination results and about your destination choice after you leave the College.

We share your information with UCAS to manage and support your application to higher education.

The College would normally share information in respect of academic progress, attendance and other matters concerning your education and pastoral care with

parents/guardians, although as a parent of a student in further education they are not automatically entitled to your information. This would normally be a parent/guardian with whom you live and whom you have nominated as your primary contact. We will not disclose information with another parent/guardian unless you have nominated a second contact.

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