

PRIVACY NOTICE – STUDENTS

INTRODUCTION

This Data Protection Student Privacy Notice has been developed for the collective Together We Can Succeed (TWCS) organisational consortium of Community Interest Companies. All policies and regulations contained herein apply equally across all three Community Interest Companies identified within this consortium, namely Transferable Skills Training (South West), Work Skills South West and Battling-On

Privacy Notice – how we use student information

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

- Personal information (such as name, unique learner number, phone number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as exam results and workbook feedback)
- Medical information (such as allergies, medical conditions and regular medication)
- Safeguarding information (such as information about a student’s home and personal life)
- Behavioural information (such as interventions, behavioural issues and exclusions)
- Special educational needs

Why we collect and use this information

We use the student data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care, welfare and safeguarding
- Assess the quality of our services
- Comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information under the basis of “public task” (Article 6 of GDPR). This means that as a college we are using information about you to be able to provide you with the best education we can. We may use more sensitive information about you (article 9 of GDPR) to fulfil our obligations to the DfE, social services, police, NHS and other organisations to provide pastoral support. For any information which does not fall within the above, for example, taking photos of you, we will ask your consent.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you if information we ask you for is voluntary.

Storing student data

Student data is kept for 2 full academic years after a student has left any of the TWCS CICs.

*TWCS CICs; Merryhue Farm; Callington; PL17 7HW;
Company Numbers: TST 10231650, WSSW 07803948, Battling-On 08217815*

Who we share information with

We routinely share student information with:

- Education and training establishments that students attend after leaving us
- Our local authorities
- The Department for Education
- Police
- Social services
- NHS
- Our learning provider V Learning Net

We only share data with organisation who can prove that they are GDPR compliant.

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

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Youth support services for students age 16+

We will also share certain information about students aged 16+ with our local authorities 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 advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE 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 DfE. 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.

We are required by law to provide information about our students to the DfE as part of statutory data collections such as the school censuses. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided student information (and for which project) please visit the website <https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please email katie@transferableskillstraining.com.

You also have the right to:

- In certain circumstances object to the processing of personal data that is likely to cause, or is causing substantial 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
- Claim compensation for damages caused by a breach of the Data Protection regulations

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/>

If you would like to discuss anything in this privacy notice, please email:

katie@transferableskillstraining.com

REVIEW HISTORY

April 6th 2018 Policy written, Helena Drawer

Last review 13 Dec 18 by Rick Stead

NEXT REVIEW DATE

Next Review:- Dec 2019