

Privacy Notice - How we use Parent Information

(includes parents of applicants and students)

Wyke Sixth Form College is committed to protecting your privacy and personal data. This Privacy Notice informs you of what data we collect, why we collect it and what we do with it, so you can be confident that your personal data is in safe hands. It will also let you know the rights you have, and the choices that you can make to ensure control over your personal data. The College is the data controller and/or processor for personal data relating to you.

The categories of information that we collect, hold and share on you as a parent* at our college include:

- Personal information (such as name, address, telephone numbers, e-mail address, relationship to applicant/student)
- Characteristics (such as gender, language)

**Note that parents could be next of kin, primary contact or guardian*

Why we collect and use this information

We use parent information to:

- Contact parents in an emergency
- Provide parents with information to help students in their studies with us
- Provide parents with information about student applications
- Ensure we meet our statutory requirements

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

The lawful basis on which we use this information

Generally, the information that we collect is part of our public interest task of providing education to our students. This allows us to collect the information we need on behalf of the government to draw down funding on each student's behalf.

We collect and use student information under Article 6 (1) of the General Data Protection Regulation 2018 (GDPR) where:

- processing is necessary for compliance with a legal obligation to which the controller is subject.
- processing is necessary for us to protect the vital interests of your young person.
- processing is necessary for the performance of a task carried out in the public interest.

Your rights as a data subject

While we are in the possession of or processing your personal data, you have the following rights:

- Access – you can request a copy of the information that we hold about you.
- Erasure – in certain circumstances you can ask for the data we hold about you to be erased. This right is not absolute.
- Rectification – you have the right to have data we hold about you corrected if it is inaccurate or incomplete. In some cases, this can be done through the parent portal.
- Restrict processing – you have the right to ask us to restrict the processing of your personal data if there is a particular reason for wanting the restriction. This right is not absolute.
- Be informed – you have the right to be informed about how we use your data.
- Object – you have the right to object to the processing of your personal data at any time. This right is not absolute.
- Data portability – the right to have data transferred to certain organisations in certain circumstances.
- Rights related to automated decision-making including profiling – you have the right to object to automated decision making or profiling being undertaken about yourself.

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/make-a-complaint/>

CCTV

CCTV recordings are used and retained for a limited period to ensure the safety of students, staff and visitors to the college. Signage is used to make sure that individuals are aware that CCTV is being recorded. Access to view these recordings is limited to the appropriate staff. CCTV images may be passed on to the police for the purposes of crime detection or prevention and Wyke College will also disclose CCTV footage when requested by insurance companies. CCTV may be used to assure the integrity of our examination arrangements, with footage shared with Awarding Organisations for audit and fraud prevention purposes.

Storing parent data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary.

Once a student is enrolled, we hold parental data for one year following completion or withdrawal from the College, in hard copy and electronic format, at which point it will be destroyed.

Who we share parent information with

We do not share information about our students' parents with anyone without consent, unless the law and our policies allow it.

We will not pass on your information to third parties for marketing purposes.



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 subjectaccess@wyke.ac.uk

Contact

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

John Applegate, Data Protection Officer 01482 346347 dpo@wyke.ac.uk

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.