



Privacy Notice (How we use children and young person's information)

Introduction

Under data protection law, individuals have a right to be informed about how Christ the King Sixth Forms (CTK) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use your personal data and data about you. This privacy notice concerns CTK's processing of personal data of past, present and prospective students of CTK. For the purposes of any applicable data protection laws in England and Wales, including the Data Protection Act 2018 (DPA) the UK General Data Protection Regulation (UK GDPR) and General Data Protection Regulation EU 2016/679 (EU GDPR), we, Christ the King Sixth Forms are the 'data controller' of your personal data.

College Website

When you visit the College website, cookies are used to enable us continually to enhance our websites functionality and performance making it as easy as possible for you to use. We utilise first party cookies (originating from us) to simply track your visits between sessions and deliver a more personalised experience and third party cookies (not originating from us) to provide analytic information. In order to access authenticated areas of the website (e.g. applying for a course) it is essential that cookies are enabled and allowed. Other (nonessential) cookies are also used to store individual preferences (e.g. font sizes). It is for these reasons that a cookie free version of this website is not available.

In addition, we use Google Analytics to provide additional information regarding visitors to our site. To opt-out of Google Analytics tracking, please visit the Google Analytics Opt-out for details of available browser plug-ins.

Please see our Cookies page for further information - <https://www.ctl.ac.uk/cookies/>.

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

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, religion and free school meal eligibility)

Why we collect and use this information

We use children and young person's data to:

- enable us to carry out specific functions for which we are responsible
- derive statistics which inform decisions such as the funding of colleges
- assess performance and to set targets for colleges

The lawful basis upon which we process this information is as follows:

We will use your information to manage and administer your education. This will include putting together class lists, for sending event invitations, for communicating with you, for dealing with admissions, for putting together reports and registers, to make arrangements for exams or visits, to consider whether to offer places to students, to consider whether special provision or assistance is required for exams and visits and to be able to tell other institutions your attendance dates if you leave.

Generally, the information is processed as part of our public interest task of providing education to you. Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

Collecting this information

Whilst the majority of children and young person's 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 information to us or if you have a choice in this.

Storing this information

We hold children and young person's data for at least 6 years from the date that the student leaves the college.

Who we share this information with

We routinely share children and young person's information with:

- the Department for Education (DfE) and the Education and Skills Funding Agency - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds

Education and training

We hold information about young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special educational need or disability). Under parts 1 and 2 of the Education and Skills Act 2008, education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to support these provisions.

Youth support services

Contact details for our students are passed to the 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 of youth support service and careers advice.

A parent / guardian and/or a student can request that only the young person's name, address and date of birth be passed to their provider of youth support services by informing us.

Students

We will also share relevant information about pupils not in education, training or employment (such as their contact details) aged 16+ with the 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 the following services:

- post-16 education and training
- youth support services
- careers advice

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

Why we share this information

We share children and young person's data with the Department for Education (DfE) and the Education and Skills Funding Agency on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins college funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We do not share information about children and young people without consent unless the law and our policies allow us to do so.

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>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The legislation that requires this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

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

- conducting research or analysis
- producing statistics

- providing information, advice or guidance

The Department 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: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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 department'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 department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 held by us, contact Molly Makota, Data Protection Officer, at Christ the King Sixth Form.

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
- 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/>

Further information

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Molly Makota – m.makota@ctksfc.ac.uk

This notice is based on the <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice> for the school workforce, amended to reflect the way we use data in this school.

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