

REIGATE COLLEGE PRIVACY NOTICE - STUDENTS

This privacy notice explains what personal information we collect when you study with us. It also explains how we will store and use that personal information, how we keep it safe and what rights you have over it.

WHO ARE WE?

We are Reigate College. We are the controller in relation to your personal information. If you would like any information about how we handle your personal information or have any questions or concerns about the information in this notice you should contact our Data Protection Officer (DPO) at DPO@reigate.ac.uk.

WHAT INFORMATION DO WE COLLECT?

- Contact details including: your full name, address, telephone number, email address, unique student number (assigned once application received);
- Normal Country of Residence;
- Date of birth and sex;
- Details of siblings who attended the college previously;
- Details of any previous colleges or schools you have attended;
- Your published exam results and predicted results such as: key stage 4 and GCSE results or equivalent and any other post-16 courses enrolled for and any relevant results;
- Behavioural information such as: whether you have ever been excluded from school or college and any relevant alternative provision put in place;
- Previous attendance record at school or college;
- Courses to be studied;
- If you take part in trips or visits during your time at the College, we may collect information such as your passport details, additional medical information and details of your travel insurance;
- If you qualify for a student bursary or for free college meals;
- Safeguarding information, such as court orders and professional involvement; and
- Footage / images of you from CCTV in place at Reigate College.

If you are a parent or guardian reading this notice, we also collect your personal details including your name, address, email address, telephone number and relationship to student (to the extent that you are the nominated contact for a student at Reigate College).

This personal information is necessary for Reigate College to carry out their official functions and to meet the requirements placed upon us by the Department of Education, in particular we use this information to:

- communicate with you about your course (including providing you with appropriate pastoral care);
- teach your course and support your learning;
- provide you information about other Reigate College programmes, trips, activities and extra curricular opportunities;
- process financial applications including: bursary applications and free meals eligibility;
- monitor and report on student attainment progress;
- assess the quality of our services;
- keep you safe (including in respect of any food allergies you have, or by storing your emergency contact details); and
- meet the legal duties placed upon us by the Department for Education.

This list is regularly reviewed and updated. If you would like more information, please contact our Data Protection Officer at DPO@reigate.ac.uk

SENSITIVE PERSONAL INFORMATION

We will ask you to provide more sensitive personal information such as your:

- racial or ethnic origin;
- special educational needs
- medical and administration information (such as doctors information, student health, dental health, allergies, medication and dietary requirements).

We will only ask you for this information to the extent it is required to:

- keep you safe during your time at Reigate College;
- make reasonable adjustments for you if you have a disability; and
- monitor the diversity of our students and report this to the Department for Education and the Education and Skills Funding Agency.

THE LEGAL BIT - COLLECTING, STORING AND USING YOUR INFORMATION

We collect your personal data for a number of purposes, set out as follows:

- Admissions;
- Administration;
- Finance;
- Teaching;
- Alumni;
- Marketing;
- Use of on-site CCTV;
- Arranging college trips;
- Arranging loans of books and equipment; and
- Administration of first aid.

Below we set out in further detail in respect of each of the purposes set out above, why we collect it and our legal basis for doing so.

Admissions

We collect your: name, address, date of birth, sex, email address, telephone number, dates of attendance, any previous schools or colleges you have attended, your emergency contact details, normal country of residence, details of siblings who have attended the college previously, courses to be studied and predicted grades in order to process your application, apply our admissions policy and admit you to Reigate College.

We also ask for details of your health records (including doctors information, student health, dental health, allergies, medication and dietary requirements), ethnicity, behaviour record and special needs details.

We collect the information set out above for the purposes of putting together class lists, communicating with you, dealing with admissions, sending event invitations, putting together reports and registers, to check entrance exam results, to allocate you to the correct classes for teaching and assessments, 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, to be able to tell other colleges or schools your attendance dates if you leave.

We rely on our public interest task of providing education to you as the lawful basis to process your personal data.

Where we ask for details of health records, doctor's details, details of any allergies you have, we will also ensure we are permitted to do so under data protection laws, e.g.:

1. we have your explicit consent;
2. the processing is necessary for reasons of public interest in the area of public health; and
3. the processing is necessary to establish, exercise or defend legal claims.

Teaching

We process your: name, the courses you are enrolled onto, contact details including email address, emergency contact details, previous exam results in order to provide you with teaching and to provide you with pastoral care.

We rely on our public interest task of providing education to you as the lawful basis to process your personal data.

Finance

We process your: name, address, bursary information in order to assess your eligibility for financial assistance (including free meals and bursaries) and to process the College deposit taken for loan of books and equipment.

We rely on our public interest task of establishing eligibility for financial assistance and providing you with books and equipment for college as the lawful basis to process your personal data.

Administration

We process your: name, address, email address, telephone number, date of birth, entrance exam results, attendance, photo, work assessment data, dates of attendance, ethnic origin, health records/conditions, behaviour record, special needs details, sex-related data in connection with the running of our college office and for general administration.

Administration tasks may include: setting up student timetables, making registers, class lists, trip lists, communications, reports, for communications with UCAS, to identify pupils who cannot be used for marketing photos, to monitor bursary places, to monitor attendance, to make student ID badges.

We rely on our public interest task of operating a functional sixth form college as the lawful basis to process your personal data.

Where we process special category personal data, we will also ensure we are permitted to do so under data protection laws, e.g.:

1. we have your explicit consent;
2. the processing is necessary for reasons of public interest in the area of public health; and
3. the processing is necessary to establish, exercise or defend legal claims.

Marketing

We collect details of your: name, courses to be studied, address, email address, telephone number and previous school in order to contact applicants about applicant events which may be relevant to and help inform their course choices.

We use student information such as their photograph and information about previous school and courses studied at College to advertise courses to put on the College website and in the college prospectus and marketing materials. Students and their parents/guardians give written consent for this purpose.

We rely on our legitimate interests in ensuring you are enrolled onto the appropriate courses at Reigate College as the lawful basis to process your personal data.

Arranging loans of books and equipment

We collect details of your: name, courses being studied, address, email address and telephone number in order to issue you with the required books and equipment to facilitate your education while at the College.

We rely on our legitimate interests in ensuring you have the access to the materials and equipment necessary for your education at Reigate College as the lawful basis to process your personal data.

Administration of first aid:

We collect details of your name, health information, and emergency contact details in case first aid needs to be administered or emergency services need to be called if you have an accident whilst at the College. Our priority is to ensure your safety at all times.

We rely on our legitimate interests in maintaining your safety at Reigate College as the lawful basis to process your personal data.

Alumni & Community

Staying in touch with ex-students is important to us. After you leave Reigate College we may process your: name, email address, former school, and year group for the purpose of sending you invitations, newsletters and communications about events or vacancies.

We rely on our legitimate interests of staying in touch with students after they leave and creating a supportive community enabling ex-students to stay in touch with us and other students that they studied alongside. We know that current Reigate College students benefit enormously from the advice that former students are able to give via events run by the College based on their experiences of education and employment since leaving Reigate College. We have considered and balanced our interests in maintaining a collaborative community against your individual rights and we are comfortable that staying in touch with you after you leave Reigate College is proportionate to our aim of achieving this.

CCTV

We have CCTV in place at Reigate College. We collect images of you captured on CCTV footage, including your car registration plate in connection with the use of CCTV. This is in operation for the purpose of keeping you safe and maintaining adequate security at Reigate College.

We rely on our legitimate interests in maintaining safety at Reigate College as the lawful basis to process your personal data captured on CCTV footage. We have considered and balanced our interests in keeping the College safe against your rights as an individual and we are comfortable that the use of CCTV is proportionate in achieving the aim of ensuring adequate on-site safety.

Trips

We collect details of your name, health information, passport details and emergency contact details in connection with organising trips (both in the UK and abroad). Our priority is to ensure your safety on any trips you attend.

We rely on our public interest task of furthering your education by offering trips tailored to the subjects you are studying at Reigate College as the lawful basis to process your personal data.

We may need to keep details of your health, including any allergies you have or conditions that we need to know about in order to keep you safe whilst on a College trip. Where we process special category personal data, we will also ensure we are permitted to do so under data protection laws, e.g.:

1. we have your explicit consent;
2. the processing is necessary for reasons of public interest in the area of public health; and
3. the processing is necessary to establish, exercise or defend legal claims.

HOW DO YOU COLLECT MY INFORMATION?

We collect your information from the application form you fill in when you apply to Reigate College and the Acceptance and Registration Form which is completed once you have been offered a place at the College. Details of the Government Privacy statements from the Department of Education Learner Record Service and the Education and Skills Funding Agency are available on the Acceptance and Registration forms.

WHERE DO YOU KEEP MY PERSONAL DETAILS?

We hold student data securely both electronically and paper-based for the set amount of time shown in our data protection policy. This will usually be for up to 7 years after you have left Reigate College.

If a dispute arises between us and you, we will continue to retain your personal information for the purposes of responding to and dealing with this dispute and this may mean that we keep your personal information for longer than 7 years.

CCTV

The College uses CCTV systems to ensure the safety and security of all students, staff and visitors. No audio is recorded and all footage is stored for up to two weeks until it is automatically over-written or deleted.

CCTV cameras are sited to ensure that only public or common areas within the College sites are recorded. The cameras are positioned so that no members of the public are inadvertently recorded.

Camera footage is only available to selected personnel at the College. Occasionally, camera footage may be shared with the Police to assist where a criminal activity has taken place.

Photographs

We may take photographs, videos or webcam recordings of you during your time at Reigate College. These will be used for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of you when you attend an event which may appear in the newspaper or marketing materials. You will be made aware that this is happening and the context in which the photograph will be used.

WHO DO YOU SHARE MY INFORMATION WITH?

We routinely share student information with:

- educational establishments that you attend after leaving us;

- our local authority;
- the Department for Education (DfE);
- the Education and Skills Funding Agency (ESFA);
- the NHS (in relation to any accidents on site or during a trip);
- third party professional services i.e. Social Services, Social Care Teams; the Police, Relate Counselling
- agencies that provide services on our behalf;
- third-party organisations, as allowed by law;
- employers (references, work experience); and
- parents / guardians/ emergency contacts.

In addition to the above list of organisations, we will share the names and contact details about our students aged 16+ with our local authority when a student leaves the College under the age of 18.

We do not share information about you with any third party or anyone else without consent unless the law and our policies allow us to do so apart from those listed above.

We share your data with the Department for Education (DfE) / Education and Skills Funding Agency (ESFA) 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 our local authority (LA) and the Department for Education (DfE) under section 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the college census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-colleges>

Data is transferred to the youth support service via a secure portal and is stored securely at the College on a protected database and held for up to 7 years after the student has left Reigate College.

HOW DOES THE GOVERNMENT USE MY 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 college;
- informs 'short term' education policy monitoring and college accountability and intervention (for example, college GCSE results or Student Progress measures); or
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond college).

Much of the data about students in England goes on to be held in the National Student Database (NPD), which will be accessed by the third parties listed above.

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

Sharing by the DfE

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

- colleges;
- 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:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department 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/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to; and
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

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](#).

WHAT RIGHTS DO I HAVE OVER MY PERSONAL INFORMATION?

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), (the UK regulator for data protection issues. See www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO and so, if you are happy to do so, please contact our Data Protection Officer at DPO@reigate.ac.uk.

You also have a number of additional rights over your personal information, which are:

- the right to ask us what personal information we have about you and to have a copy of your personal information from us;
- the right to ask us to correct any errors in your personal information;
- the right to object to our legitimate interests, profiling activities and marketing communications;
- the right to ask us to provide you with a copy of the personal information you have provided to us, in a structured, commonly used and machine-readable format and the right to transmit that personal information to another entity where: (i) we are using your personal information on the basis of your consent or on the basis that it is necessary to perform a contract with you; and (ii) the use we are making of your personal information is carried out by automated means;
- the right to ask us to delete your personal information where: (i) we don't need your personal information anymore; (ii) you withdraw your consent to our use of your personal information and we have no other legal basis to keep your personal information; (iii) you have asked us to review and explain our legitimate interests to you and we don't actually have a valid legitimate interest to

- do what we are doing; (iv) our use of your personal information is illegal; (v) we have to delete your personal information to comply with our legal obligations;
- the right to ask us to restrict the use that we are making of your personal information where: (i) you don't think the personal information we have about you is correct, so that we can check if it is correct; (ii) what we are doing with your personal information is illegal but you would rather we stop using your personal information rather than delete it; (iii) we don't need your personal information anymore, but you need us to keep it so that you can exercise any legal rights; and (iv) you have asked us to review and explain our legitimate interests to you, so that we can check whether we actually have a valid legitimate interest to do what we are doing; and
 - where our use of your personal information is based on your consent, the right to withdraw your consent at any time by contacting our Data Protection Officer at DPO@reigate.ac.uk.

If you want to exercise the rights set out above please contact our Data Protection Officer (see above for contact details).

HOW WILL YOU TELL ME ABOUT CHANGES TO THIS PRIVACY NOTICE?

We keep our privacy notice under regular review. Any changes we make to our privacy notice in the future will be posted on this page and if the changes will have an effect on you or the way we use your personal information we will bring them to your attention by email where appropriate (e.g. if we have your email address as a contact at one of our customers).

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