

GDPR privacy notice for students and their families

Who processes your information?

Dawlish College is the data controller of the personal information you provide to us. This means the college determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. **Rachel Wickham, Head of College**, acts as a representative for the college with regard to its data controller responsibilities; she can be contacted on 01626 862318 or office@dawlish.devon.sch.uk

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the college to share your data. Where the college outsources data to a third-party processor, the same data protection standards that Dawlish College upholds are imposed on the processor.

I-West – Bath and North East Somerset Local Authority - is the data protection officer. Their role is to oversee and monitor the college's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01275 884283 / 01225 477043 or i-west@BATHNES.GOV.UK .

Why do we collect and use your information?

Dawlish College holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, local authority and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Students) (England) Regulations 2013

Article 6: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9: For substantial public interest on a legal basis.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- **to support student learning**
- **to monitor and report on student progress and attendance**
- **to provide appropriate pastoral care, to safeguard and promote the welfare of students**
- **to administer medicine and personal care**
- **to assess the quality of our service**
- **to comply with the law regarding data sharing**
- **to communicate with you and parent/carers**
- **to provide catering and payment services**
- **to provide library, ICT and information services**
- **to process admissions**
- **to maintain student records**
- **to support behaviour management**
- **to provide student support services**
- **to monitor equal opportunities**
- **to ensure students' safety and security, to prevent and detect crime**
- **to promote the college and its activities**
- **to carry out audits e.g. to ensure compliance with our legal obligations**
- **to deal with complaints, grievances and disciplinary actions**

Which data is collected?

The categories of student information that the college collects, holds and shares includes the following:

- **personal information – e.g. names, student numbers and addresses**
- **characteristics – e.g. ethnicity, language, nationality, country of birth and free college meal eligibility**
- **attendance information – e.g. sessions attended, number of absences and absence reasons**
- **assessment information – e.g. progress assessment, attitude to learning scores, monitoring reports and exam results**
- **relevant medical information including medical conditions**
- **information relating to SEND and pastoral care**
- **behavioural and exclusion information**
- **photographs – these will be used to aid our records management and attendance procedures, and in some cases to support student learning and record progress.**

Whilst the majority of the personal data you provide to the college is mandatory, some is provided on a voluntary basis. When collecting data, the college will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the college will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of **parent information** that the college collects, holds and shares includes the following:

- **contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts**
- **financial information where appropriate, e.g. to check eligibility for FSM**
- **information pertaining to home life where appropriate, e.g. where a student is identified as having a mental health issue or there are safeguarding concerns.**

How long is your data stored for?

Personal data relating to students at Dawlish College and their families is stored in line with the college's GDPR Data Protection Policy and Document Retention Policy.

In accordance with the GDPR, the college does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The college is required to share students' data with the DfE on a statutory basis. This data underpins college funding and educational attainment policy and monitoring including the following:

The National Pupil Database (NPD) is managed by the DfE and contains information about students in colleges in England. Dawlish College is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

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

Dawlish College will not share your personal information with any third parties without your consent, unless the law allows us to do so. The college routinely shares students' information with:

- **students' destinations upon leaving the college**
- **the local authority**
- **the Department for Education (DfE)**
- **the NHS**
- **DYS Space**
- **Schools' Company Trust**
- **Virgin Healthcare**
- **H Tempest Ltd**
- **examination boards and moderators**
- **Parentmail**
- **CCM Sharps**
- **Epraise**
- **CPoms**
- **careers advisers such as Careers South West**
- **school trip providers and destinations**
- **IT service providers to enable students access to learning services**
- **Capita Sims for our school management information system**
- **Babcock International - consultants who provide us with education, financial and governance support**
- **Education Welfare Service**
- **Devon Social Services**
- **FFT Aspire – education data analysis and research**
- **A & B Psychologists Ltd (Educational Psychology)**
- **Sparx Ltd – Educational Support Services**

The information that we share with these parties includes the following:

- **personal information – e.g. names, student numbers and addresses**
- **characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility**
- **attendance information – e.g. sessions attended, number of absences and absence reasons**
- **assessment information – e.g. progress assessment, attitude to learning scores, monitoring reports and exam results**
- **relevant medical information including medical conditions**
- **information relating to SEND and pastoral care**
- **behavioural and exclusion information**
- **photographs – these will be used to aid our records management and attendance procedures, and in some cases to support student learning and record progress.**

Youth Support Services

Once our students reach the age of 13, we are required by law to pass on certain information to our local authority or provider of youth support services, who are responsible for the education or training of 13 to 19 year olds. We may also share specific personal data of students who are aged 16 and over with post-16 education and training providers, in

order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. college name, ethnicity or gender.

Parent and carers are able to request that only their child's name, address and date of birth are passed to the local authority or provider of youth support services, by informing **Corinna Medland, Business Manager** via **email or letter**. Once students reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our local authority's website: Devon County Council. – <https://new.devon.gov.uk/>

We are also required to pass certain personal information to careers services once students reach the age of 16. This enables them to provide the following services:

- Post 16 education and training providers
- Youth support services
- Careers advisers

For more information about services for young people, please visit our local authority's website Devon County Council – <https://new.devon.gov.uk/>

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data.

You have the right to:

- be informed about how Dawlish College uses your personal data.
- request access to the personal data that Dawlish College holds.
- request that your personal data is amended if it is inaccurate or incomplete.
- request that your personal data is erased where there is no compelling reason for its continued processing.
- request that the processing of your data is restricted.
- object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

To make a request for your personal information, or be given access to your child's educational record, contact office@dawlish.devon.sch.uk

If you have a concern about the way Dawlish College and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.dawlish.devon.sch.uk or download our GDPR Data Protection Policy.

Privacy Notice – Additional information for children in need and children in care

In addition to the details in the Student and Families Privacy Notice above, this section details how we use information relating to children in need and children in care.

The categories of children in need and children in care information that we collect, hold and share includes:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for children in care (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

- to support these children and monitor their progress
- to provide them with pastoral care
- to assess the quality of our services
- to evaluate and improve our policies on children's social care

The lawful basis on which we use this information

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- consent has been obtained from the data subject
- processing is necessary for compliance with a legal obligation
- processing is necessary in order to protect the vital interests of the data subject or of another person

Collecting this information

Whilst the majority of children in care 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

Personal data relating to students at Dawlish College and their families is stored in line with the college's GDPR Data Protection Policy and Document Retention Policy.

In accordance with the GDPR, the college does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share this information with

Department for Education (DfE)
Local Authority