

## PRIVACY NOTICE – STUDENTS

### 1. Scope

- 1.1. The College collects and processes personal data relating to its students and applicants to manage the student relationship and meet other reporting requirements.

### 2. Responsibilities

- 2.1. The College is committed to being transparent about how we collect and use that data, and to meeting our data protection obligations.
- 2.2. The Data Protection Officer is responsible for ensuring that this notice is made available to all employees prior to the College collecting/processing their personal data.
- 2.3. College Staff who interact with students and applicants are responsible for ensuring that this notice is drawn to their attention.

### Privacy notice

### 3. Who are we?

- 3.1. **Leyton Sixth Form College** is a large Sixth Form College in East London, with around 2,300 students, 200 staff. The College offer a wide range of FE Courses.
- 3.2. Our Data Protection Officer can be contacted directly here: [DPO@Leyton.ac.uk](mailto:DPO@Leyton.ac.uk)

### 4. What information does the College collect?

- 4.1. The College collects and processes a range of information about you. This includes:
  - Your name, address and contact details, including email address and telephone number, date of birth and gender;
  - details of your qualifications, skills, education and employment history, including start and end dates with previous schools and with the College;
  - information about your household income, including entitlement to benefits such as pensions in relation to Bursary or other financial support application;
  - details of your bank account in relation to Bursary or other financial support application;
  - information about your marital status, next of kin, nominated beneficiaries, dependants and emergency contacts;
  - information about your nationality and entitlement to study in the UK;
  - information about criminal convictions in line with the Rehabilitation of Offenders Act 1974,
  - details of your schedule of attendance at college and work placements;
  - details of periods of absence;
  - details of student progress in relation to studies and related correspondence;
  - details in cases of liaison with Social Services or other local authority or funding body
  - visual images (CCTV, photographs);
  - Contact details of Doctors when a student is part of a residential trip;
  - information about medical or health conditions, including whether or not you have a disability for which the College needs to make reasonable adjustments; and
  - equal opportunities monitoring information, including information about your ethnic origin, age, gender, sexual orientation, health and religion or belief.

- 4.2. The College collects this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents, from forms completed by you prior to and at the start of or during studies (such as bursary / financial support forms); from correspondence with you; or through interviews, meetings or other assessments.
- 4.3. In some cases, the College collects personal data about you from third parties, such as references supplied by former schools, information from background check providers, and information from criminal records checks permitted by law.
- 4.4. Data is stored in a range of different places, including on your personal file, in the College's paper and online IT systems (including the College's email system).
- 4.5.

## **5. Why does the College process your personal data?**

5.1. The personal data we collect will be used for the following purposes:

- to enrol you as an applicant and subsequently a student and to meet our obligations to educate and fulfil other associated requirements:
  - Student record management
  - Examination and achievement
  - Safeguarding
  - Funding claims
  - Student support
  - Bursary and Financial Support Claims
  - Student facilities (such as email, storage, e-learning)
  - To monitor application and enrolments by classification
  - Marketing and publicity opportunities
  
- to ensure that we are complying with our obligations to share information with third parties including:
  - family, associates and representatives of the person whose personal data we are processing
  - Examination Boards
  - Education
  - professional advisers
  - current or past schools or educational organisation
  - educators and examining bodies
  - potential employers (for references)
  - UCAS
  - ALPS and other quality monitoring services
  - Suppliers and service suppliers (e.g. where names are required for trips)
  - Careers services
  - Local and central government
  - Security organisations
  - Police forces, prison and probation services, courts and tribunals
  - to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question

5.2. Where the College relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of students and have concluded that they are not. Separate consent will be obtained to use for marketing purposes.

## 6. How does the College protect your data?

- 6.1. The College takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our staff in the proper performance of their duties.
- 6.2. Where the College engages third parties to process personal data on its behalf, we do so on the basis of written instructions, and under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

## 7. For how long does the College keep your personal data?

- 7.1. The retention period for different classifications of personal data has been established in line with the information management guidelines. Details can be found in the Document Retention Policy.

## 8. Your rights as a data subject

- 8.1. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:
  - Right of access – you have the right to request a copy of the information that we hold about you.
  - Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
  - Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
  - Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
  - Right of portability – you have the right to have the data we hold about you transferred to another organisation.
  - Right to object – you have the right to object to certain types of processing such as direct marketing.
  - Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.
  - Right to judicial review: in the event that the College refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in 9 below.

## 9. Complaints

- 9.1. In the event that you wish to make a complaint about how your personal data is being processed by the College (or third parties as described above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and the College's Data Protection Officer.

- **Supervisory authority contact details:** <https://ico.org.uk/concerns/>
- **Data Protection Officer (DPO) contact details:**  
Alan Leak, Leyton Sixth Form College, Essex Road, E10 6EQ  
[DPO@leyton.ac.uk](mailto:DPO@leyton.ac.uk)  
020 8928 9068

## 10. What if you do not provide personal data?

- 10.1. You have some obligations under your application and enrolment to provide the College with data. Failure to do so may result in you not being able to be enrolled at the college.

- 10.2. You may also have to provide the College with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights
- 10.3. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences if you choose not to provide such information.

## **11. Document Owner and Approval**

- 11.1. The College's Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.
- 11.2. A current version of this document is available to all employees on the College website.
- 11.3. This privacy notice is issued on a version controlled basis.