



Privacy Notice for children and their families

Colleges are currently required to inform students and their families about how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulations (GDPR) comes into effect on 25 May 2018. We are required to revise our privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR.

Who processes your information?

The Abbey College in Malvern is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. Mr Malcolm Wood (Principal) acts as the representative for the College with regard to its data controller responsibilities and can be contacted on 01684 892300 or Principal@abbeycollege.co.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 out sources data to a third-party processor, the same data protection standards that we uphold are imposed on the processor.

Mr Mehran Noor (Bursar) is the Data Protection Officer. His role is to oversee and monitor the College's data protection procedures, and to ensure compliance with the GDPR.

Why do we collect and use your information?

The Abbey College in Malvern 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. 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

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

- to support student learning
- to monitor and report on student attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections and UKVI
- To comply with the law regarding data sharing

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Which data is collected?

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

- personal identifiers and contacts (such as name, unique student number, passport number, visa number, BRP, contact details and address)
- characteristics (such as ethnicity and language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and provision)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as IGCSE results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information about trips, activities, extra-curricular clubs
- identity management (such as birth certificate on entry to College)
- Photographs – these will be used to aid our records management and attendance procedures

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. account numbers, receipts and deposit account statements
- Information pertaining to personal circumstances 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 and their families is stored in line with the College's GDPR Data Protection 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?

We are required to share students' data with the Department for Education (DfE) on a statutory basis, this includes information that:

- Informs 'short term' education policy monitoring and College accountability and intervention (for example, Student Progress measures).

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- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond College)

We are required to share students' data with the UKVI on a statutory basis, this includes:

- passport numbers
- educational background
- parent details
- attendance details
- flight details

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Abbey College in Malvern Ltd (Number 08661073)



We maintain an electronic data system (CLASS) and paper files to store data on students, parents and agents

We have robust processes in place to ensure the confidentiality of any data stored on CLASS

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

- Educational establishments that students attend after leaving us
- The Department for Education (DfE)
- UKVI
- The National Health Service (NHS)

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 we use your personal data.
- Request access to the personal data that we hold.
- 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.

If you have a concern about the way we are 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 collect, use and store your personal data, please visit our website <http://abbeycollege.co.uk/>

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Privacy Notice for students and their families

Student's names _____

I, _____, (parent/guardian) declare that I understand:

- The Abbey College in Malvern has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Abbey College in Malvern may share my data with UKVI, the DfE and Worcestershire Council.
- The Abbey College in Malvern will not share my data to any other third parties without my consent, unless the law requires the College to do so.
- The Abbey College in Malvern will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the College's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Signed _____

Date _____

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