The Abbey College in Malvern
Privacy Notice for Children and their Families
2021

Introduction

Colleges are currently required to inform students and their families about how their personal data may be collected and used. We are required to revise our privacy notices to include further information on processing individuals' personal data, in order to be compliant with the Data Protection Act 2018.

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 Daniel Booker (Principal) acts as the representative for the College with regard to its data controller responsibilities and can be contacted on 01684 892 300 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 Data Protection Act.

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
- Data Protection Act 2018
- 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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Abbey College in Malvern Ltd (Number 08661073)
Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way,
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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).
- 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

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- parent details
- attendance details
- flight details