

Privacy Statement – Students

How we use your Personal Information

The Legal Bit

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

We are committed to being transparent about the data we collect and will use that data lawfully in line with our data protection obligations.

Who is our Data controller?

We are the data controller of personal information about you. We are:

- The Liverpool Sixth Form College, Mount Street, Liverpool L1 9HF;
- Website: <https://www.lipasixthformcollege.org>
- E-mail: dataprotection@lipa.ac.uk.

Our Data Protection Officer is Ray Adams (r.adams@lipa.ac.uk).

What personal information do we collect about you as a student of the College?

We may collect the following personal data about you:

- Name, date of birth and gender;
- Contact details – including address, telephone number and email address;
- Details of previous qualifications, employment and educational history;
- Information about nationality and residency, and previous address if applicable;
- Information about medical or health conditions, including the existence of a learning disability or difficulty;
- Ethnicity;
- Family details;
- Photo for ID card;
- Funding information, bank details;
- Information regarding personal circumstances, including whether or not you have an Education Health Care Plan, Child Protection Plan, whether or not you receive Disabled Students Allowance and care information.

Why do we collect your personal information?

The above information is collected in in order to meet our legal obligations to the Education Skills & Funding Agency.

The information is also necessary in order for us to carry out our public task to provide education and training.

Where we process other special categories of personal data, such as information about ethnic origin, disability or health, this is done for the purposes of equal opportunities monitoring, monitoring of our service provision and to improve our services to specific groups.

Your contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However we will use you contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys.

As part of our duty as an education provider we may need to contact your parent/guardian to share information relating to progress on your programme of study. This is part of our Public Task and is a duty of education providers for students under the age of 19.

If for any reason you do not wish for your parent/guardian to be contacted, you will be given the opportunity to tell us this and we will organise a personal review to discuss you circumstances.

For any information that has been supplied under the lawful basis of consent, your consent can be withdrawn at any time by contacting our Data Protection Officer, Ray Adams (r.adams@lipa.ac.uk).

Teaching

As part of the delivery of our courses to you, our staff will collect the work that you create (e.g. for marking purposes). We will use your information for the purposes of teaching you and measuring your achievements. This information is processed as part of our public interest task of providing educational services to you.

We also hold other information about you relating to your studies such as, attendance, progress and any disciplinary or behaviour records; records of applications for support and bursaries; information, advice and guidance; records of tutorials; work experience; exam achievement; and any other information collected as part of your education and training programme.

Data requiring your consent

We do not collect or process any data which requires your consent. All the data we collect is in order for us to carry out our public task to provide education and training.

Who has access to data?

Your information may be shared internally with any staff member who needs the data to provide services to you as a learner. This will include special categories of personal data where necessary.

Where we engage non-statutory third parties to process personal data on our behalf, we require them to do so on the basis of written instructions, and they are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The organisation shares your data with third parties where there is a legal or contractual obligation. This includes ESFA, The Learner Records Service (LRS) and awarding bodies.

Where your course is fully or partially funded by the ESFA, as part of our contract with them we are required to monitor student destinations, 3-6 months after the completion of your programme.

We will do this by sharing your contact details with a designated and approved destination survey collection organisation. This process is designed to ascertain the impact of funded courses by identifying if you have gone on to employment or further learning as a result of the funded programme delivered by the College. The collection and use of this information for this purpose is necessary for this contract and the legitimate interests of the College.

How we share your personal information

We may share the personal information that you give us with the following organisations for the following purposes:

- Your current school - to enable your transition from school to College;
- Liverpool City Council and other local authorities - to arrange additional learning support that you may require or your Education Health Care Plan;
- Safeguarding related purposes:
 - Public sector agencies (police, social services)
 - To fulfil our safeguarding duty
 - The prevention or detection of crime
 - The capture or prosecution of offenders

We may also share your personal information with third parties who provide services to the College such as:

- Empresa (provider of our eTracker learner progress tracking software);
- UCAS - to update the UCAS system on your higher education application progress;
- Tribal Group - your name and course details will be shared with Tribal for our WAMEdu app which enables Staff to collaborate with you in relation to your course;
- Our auditors.

Information shared with the ESFA

The Education and Skills Funding Agency (ESFA) issues its own privacy notice on behalf of the Secretary of State for the Department of Education (DfE).

It was last updated in May 2018: <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>

Its aim is to inform you how the DfE, the ESFA (an executive agency of the DfE), will use your personal information and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Information Shared with the Learner Records Service (LRS)

The information you supply is used by the Education and Skills Funding Agency to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Information Shared with Student Bursaries – Pay My Student

If you are applying for a Bursary to help you with the costs of your study, the information is collected through a third party system managed by Pay My Student. Data collected is solely for the purposes of managing bursary applications and is not shared outside of this function. We share this information as part of our tasks carried out in the public interest.

Do we process data outside the European Union (EU)?

We do not store or transfer your data outside of the EU.

How do we protect your data?

We take the security of your data seriously and have internal policies and controls in place to ensure that your data is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. Our Data Protection policy is available to view on our website.

How long do we keep your data?

All data collected and processed on behalf of the ESFA will be held for as long as we are legally required to do so, as set out in our Records Retention Schedule.

All other data will be held as long as is necessary to fulfil our legal obligations or carry out public functions. Details of how long specific records are retained is set out in our Records Retention Schedule.

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice.

You can also:

- access and obtain a copy of your data on request;
- require us to update incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing;
- obtain and reuse your data for your own purposes across different services;

Where we rely on our legitimate interests or performance of a public task as the legal basis for processing your personal data, you may also object to the processing of this data. This will be considered on a case-by-case basis.

If you would like to exercise any of these rights, please contact our Data Protection Officer, Ray Adams (r.adams@lipa.ac.uk).

Where we rely upon your consent to process data, this consent can be withdrawn at any time by contacting our Data Protection Officer, Ray Adams (r.adams@lipa.ac.uk).

Who can I complain to?

If you believe that we have not complied with your data protection rights, you can complain to our Data Protection Officer, Ray Adams (r.adams@lipa.ac.uk). You also have the right to complain to the Information Commissioner at <https://ico.org.uk>

What if I do not provide personal data?

Data that you must provide to us will be highlighted on your enrolment form and failure to provide the mandatory data we need to meet our legal obligations in relation to the provision to teaching and learning, safeguarding or other statutory obligation will impact on your ability to enrol or receive funding.

Changes to the Privacy Notice

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. We will not significantly change how we use information you have already given to us without your prior agreement.

The latest version of this Notice can be found at on the College's website. This Privacy Notice was last updated on 30th August 2018.