

# Student Privacy Notice

## How we use your information

It is important to us that you understand how your personal information will be used by the College from when you first apply, during your time here as a student and beyond completion of your study when you have left the College.

We collect and use your information under the provision of the General Data Protection Regulations (GDPR) Article 6 (Legal Obligation) in order to perform our statutory functions as an education provider.

On your application form and at your admission/registration to the College, you were asked for your consent for the College to collect, use and disclosure your personal information. We will have stated with whom we will share your data. Unless otherwise stated, the consents are a condition of your admission because we cannot provide our educational and training services without them.

## The information we collect

Categories of information we collect, hold and share relating to students include:

- Personal information (such as name, addresses, gender, date of birth, national insurance number)
- Characteristics (such as ethnicity, nationality/residency, learning difficulties, disabilities, Religion, sexual orientation, free school meal eligibility)
- Attendance information and educational progress
- Previous School(s) Employment and Educational history
- Images taken on CCTV

## Why we collect and use this information

We may use your information for the collection and analysis of statistical data, and for providing you and your parents with informed support and guidance through our personal tutor system in order to:

- support student learning
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding safeguarding, data sharing and entitlement to study

In order to provide these services effectively, College staff have access to our records of your personal information. This access is bound by strict guidance to staff about confidentiality and limited to proper professional use.

## With whom do we share information?

Some of your personal data may be shared with the following:

- Education and Skills Funding Agency and the Learner Registration Service – the College has a statutory duty to pass details of learners and learners’ programmes to these funding agencies. To view the ESFA’s privacy notice visit <https://www.gov.uk/government/publications/esfa-privacy-notice>
- Examination organisations - for the purpose of making exam entries for you.
- Careers South West - the College has a statutory duty to pass on details of students, enabling the service to meet its obligations to support young people, particularly those not in education or employment.
- Your previous school - the College passes on information about your initial choice of courses and about your final examinations results; this helps your previous school meet its obligations to evaluate its performance with regard to the destinations and progress of its former pupils.
- The A-level Performance System (ALPS) - the College passes information about your academic study programme to ALPS in order to obtain a statistical evaluation of the success of students at A-level and Vocational Course level compared with other schools and colleges. From this analysis, we are able to manage our teaching and learning more effectively and plan and plan improvements for future educational provision.
- From time to time, the College is subject to audit and/or inspection and at such times it may be necessary to pass on information about individual students for the purpose of testing systems and evaluating performance. All such disclosures are on the basis of strict professional confidentiality, are solely for the purpose of the audit or inspection and are on the understanding that no individual student is identifiable in audit/inspection reports.
- Peer Referencing Groups (PRG) and Partner Schools – statistical data such as ALPS, attendance, target and projected grades, examination results and routes to higher education training may be shared with PRGs in the interest of obtaining comparative data for College performance enhancement tables.
- E-Portfolio systems such as VQ Manager – a third party program used by the College to monitor our apprenticeship programmes and produce statistical & tracking information.
- Pay My Student and meal providers – the College passes information for bursary payments, fees and deposits from parents/students.
- Other education/training providers that you attend when you leave this College.
- External agencies relating to safeguarding.

When we share your information with these partners/organisations, we share only the minimum information necessary for the purposes outlined. We also encrypt/password protect any data containing your personal information so that if a communication is intercepted in transmission your data will remain secure.

**We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.**

## How long will we keep your Personal Information?

All data that we collect and process on behalf of the Education and Skills Funding Agency (ESFA) – our funding agency - is kept for as long as we are required to do so. Other data, including electronic records, will be held as long as necessary in order to fulfil our responsibilities as an education provider.

## Data Security

We are committed to protecting the privacy of all information we hold for students past and present. We have policies and procedures in place to ensure that your information is not lost, accidentally destroyed, disclosed or misused, and is never accessed without appropriate authorisation. To view the Richard Huish Data Protection and Information Security Policy please refer to [www.huish.ac.uk](http://www.huish.ac.uk)

## Your responsibilities for your Personal Information

Loss of personal data and identity theft can have potentially harmful consequences. It is important that you take responsibility for the following:

- Report any inaccuracies in your personal information viewable on Student Advantage by emailing the required changes through to [cis@richuish.ac.uk](mailto:cis@richuish.ac.uk)
- Never share your network log-in details with anyone else
- Log out before you leave the computer you have been working on - you don't want the next person passing by to access your details.
- Be aware of who might be looking over your shoulder to read what is on your screen.
- If you print personal information, take it from the printer straight away and keep it safe and confidential.

## Security

The College uses CCTV to assist with providing you with a safe and secure work/study environment. CCTV images will be used only when required to investigate an incident, unacceptable behaviour, crime prevention, damage etc.

## Right to access your Personal Information

Under data protection legislation, you have the right to request access to information we hold about you. To make a request to see or obtain copies of your personal information, contact the College Data Protection Officer at [dataprotection@richuish.ac.uk](mailto:dataprotection@richuish.ac.uk)

You also have the right to:

- Have inaccurate or incomplete information amended
- Have your information deleted when the data is no longer necessary for the stated purposes of processing
- Object to processing of personal data that is likely to cause, or is causing, damage or distress

If you would like to exercise any of these rights, please contact the Richard Huish College Data Protection Officer at [dataprotection@richuish.ac.uk](mailto:dataprotection@richuish.ac.uk)

## Queries and Contacting Us

If you require assistance with understanding any of the information contained in this Privacy Notice, wish to have further information relating to Richard Huish College's use of your personal information, or if you have concerns about the way we are collecting your personal data, we ask that you contact the College in the first instance. You can contact our Data Protection Officer by email at [dataprotection@richuish.ac.uk](mailto:dataprotection@richuish.ac.uk) or in writing to:

Data Protection Officer  
Richard Huish College  
South Road  
Taunton  
TA1 3DZ

You can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>