



## Privacy Notice for Students

### Notice about how we use your personal information

We are the data controller of personal information about you. We are: Brighton Hove and Sussex Sixth Form College. Our address is: 205 Dyke Road, Hove, East Sussex, BN3 6FJ.

Our Data Protection Officer is Tara Davies. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Data Protection Officer, 205 Dyke Road, Hove, East Sussex, BN3 6FJ, 01273 552200, [dpo@bhasvic.ac.uk](mailto:dpo@bhasvic.ac.uk)

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

### The information that we hold about you

If you apply to BHASVIC we will collect your personal details including:

- Personal Details such as name, address, date of birth, siblings, email address,
- Characteristics such as gender, ethnicity, first and second language
- Health information such as doctor's details, special needs, medical conditions
- Dates of attendance
- Exam/test results,
- Behaviour record

In addition, if your application is successful and you become a student at the College we process personal data including:

- Personal Details such as name, address, date of birth, siblings, email address,
- Characteristics such as gender, ethnicity, first and second language
- Health information such as doctor's details, special needs
- Attendance information
- Assessment information, exam/test results,
- Details of any support received
- Union membership, sports team membership,
- Behaviour record
- Trip info
- Funding information
- Careers advice
- Bursary info
- Pupil Premium info
- Trips and enrichment information
- Safeguarding information
- Photographs
- CCTV images captured at College

### Why we collect your information

We collect and use your information, for the following purposes:

- to support learning
- to monitor and report on your attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep you safe (for example, emergency contact details)
- to meet the statutory duties placed upon us for funding body data collections
- In order to manage the financial affairs of the College

### The legal basis on which we collect and use your personal information.

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (i.e. sensitive information such as medical information) we will process it because there is a substantial public interest for us to do so.

We may process your personal data because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following:

- to interact with you before you are enrolled as a student, as part of the admissions process (e.g. to send you a prospectus or answer enquiries about our courses);
- once you have enrolled, to provide you with educational service
- to deal with any concerns or feedback you may have;
- for any other purpose for which you provide us with your personal data.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest. In this respect, we may use your personal data for the following:

- to provide you with educational services
- to monitor and evaluate the performance and effectiveness of the College, including by training our staff or monitoring their performance;
- to promote equality and diversity throughout the College;

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with safeguarding requirements;
- for the prevention and detection of crime;
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- it is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional);
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn

### **How long we keep your personal information.**

We hold your data securely for the set amount of time shown in our data retention policy. For more information on our data retention schedule and how we keep your data safe, please visit the policies section of our website: <https://www.bhasvic.ac.uk/the-college/policies>

### **How we share your personal information.**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- The Department for Education – their privacy notice is included at the end of this document
- The student’s family and representatives
- Educators and examining bodies
- Our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- UCAS

### **How we transfer your personal information outside Europe.**

We do not store or transfer your personal data outside Europe unless you specifically ask us to do so. Where we do transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your use of College computers**

We keep an eye on how you use the College’s equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College’s network or internet connection.

### **Your rights over your personal information**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- ask us what personal information about you we are holding and to have access to a copy of your personal information;
- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer [dpo@bhasvic.ac.uk](mailto:dpo@bhasvic.ac.uk)

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer at Data Protection Officer, 205 Dyke Road, Hove, East Sussex, BN3 6FJ, 01273 552200, [dpo@bhasvic.ac.uk](mailto:dpo@bhasvic.ac.uk)

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Changes to our privacy notices**

We keep our privacy notices under regular review. Any changes we make to our privacy notice in the future will be notified to you by email, using your college email account.

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## **Education and Skills Funding Agency Privacy Notice**

### **How we use your personal information**

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) 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.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by updating your preferences at enrolment