

UTC South Durham

Privacy Notice for Students



Under the Data Protection act 1998 and the General Data Protection Regulations May 2018, Students have a right to be informed about how the UTC South Durham uses any personal data that we hold about them. We comply with this right by providing a 'privacy notice' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about our students.

As we collect student data and use it within the UTC South Durham we are classed as the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is:

Jean Bell who is contactable on 01325 430250 (ext 253) or via e-mail on jean.bell@utcsouthdurham.org. Mail to UTC South Durham, Long Tens Way, Aycliffe Business Park, DL5 6AP

The personal data we hold

We process data relating to students attending or applying to attend at our school. Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Name and contact details
- Date of birth, and gender
- Parental and emergency contact numbers
- Results of internal assessments and externally set tests
- Pupil and curriculum records
- Characteristics, such as ethnic background, eligibility for free school meals and special educational needs
- Exclusion and behaviour information
- Safeguarding information
- Details of support received, care packages, plans and support providers
- Absence data
- Medical and health information
- Photographs/CCTV footage (if applicable)
- Destinations and previous school information
- Transport information

Founding Members
of UTC South Durham



HITACHI
Inspire the Next

lifechanging



**University of
Sunderland**

We may also collect, store and use information about students that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, religious, ethnicity information
- Health, including any medical conditions

Why we use this data

The purpose of processing this data is to enable us run the UTC effectively, including to:

- Support students in their learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Ensure that they are safe and protected
- Assess the quality of our services
- Deal with admissions and applications to the UTC
- Meet the requirements for data sharing

Our lawful basis for using this data

We only collect and use personal information about students when the law allows us to. Most commonly, we use it where we need to:

- 1) Carry out a task in the public interest such as providing an education
- 2) Comply with a legal obligation

Less commonly, we may also use personal information about students where:

- 3) Students have given us Consent to use it in a certain way e.g. Trips and photos
- 4) We need to protect students vital interests (or someone else's interests) –e.g. Emergencies and accidents

Where we have asked students to provide us with Consent to use their data, Consent may be withdrawn at any time. Students should do this in writing via mail or e-mail to the DPO.

Some of the reasons listed above for collecting and using personal information about students overlap and they will be applied in the order listed above.

Collecting this information

While the majority of information we collect from students does not require consent as it allows us to carry out our legal task of providing an education, there is some information that students can choose whether or not to provide to us such as having a photograph taken and used for publicity purposes.

Whenever we collect information, we will make it clear whether or not there is a choice to provide it.

How we store this data

Personal data is stored in line with our Data Protection Policy.

There is also an electronic file on the MIS which allows us to comply with our primary task of providing an education. Our contract with our MIS system ensures that they hold student data in a manner which is compliant with data protection. Only authorised staff have access to student files.

We will keep student records to enable us to prepare references and respond to official requests for information once students have left school, all sensitive data will be removed. Our retention schedule sets out how long we will keep this information.

Data sharing

We do not share information with any third party 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 with:

- Department for Education – we must share information with the Department for Education (DfE). This data sharing allows for the DfE to allocate funding and collect information on attendance, achievement, attainment and destinations.
- Local Authority – we are required to share information about our students with our local authority (LA) under section 5 of the Education (England) Regulations 2007 and amendments, such as safeguarding concerns, exam results, transfers and exclusions.
- Our regulator [e.g. Ofsted] – to meet our legal obligations to share certain information during the inspection process
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as transport

- Our auditors – to enable them to provide the service we have contracted them for
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to enable them to provide the service we have contracted them for such as Child Protection
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as CCTV footage or contact information

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. We currently have no contracts which transfer data outside of the EEA.

Student rights

How to access personal information we hold about students;

Individuals have a right to make a **'subject access request'** to gain access to the personal information that the school holds about them.

An individual can make a subject access request, and if we do hold information we will:

- Give a description of it
- Tell them why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from them
- Tell them who it has been, or will be, shared with
- Let them know whether any automated decision-making is being applied to the data, and any consequences of this
- Provide a copy of the information in an intelligible form

Students may also have the right for the personal information to be transmitted electronically to another organisation in certain circumstances.

If students would like to make a request, please contact our DPO in writing or by e-mail.

Other rights regarding your data

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

- Object to the use of their personal data if it would cause, or is causing, damage or distress
- Prevent their data being used to send direct marketing
- Object to the use of their personal data for 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 DPO.

Complaints

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

If students 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 DPO.

Alternatively, students 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

Contact us

If students have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the DPO.



Founding Members
of UTC South Durham



lifechanging



University of
Sunderland

UTC South Durham, Long Tens Way, Aycliffe Business Park, County Durham DL5 6AP
Tel: 01325 430 250 office@utcsouthdurham.org www.utcsouthdurham.org