



Altus Education Partnership

Privacy Notice - College Applicants and Students

Last updated: 24.09.2020

Version: 1

Document owner: DPO

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Trust Students.

We, **Altus Education Partnership** (including Rochdale 6th Form Trust), are the 'data controller' for the purposes of data protection law.

In some cases, we may share your data with a third-party processor; however, this will only be done with your consent, unless the law requires the Trust to share your data. Where the Trust outsources data to a third-party processor, the same data protection standards that the Trust upholds are imposed on the processor.

Matthew Keeffe, from RADCaT Ltd (see 'Contact Us' section below) is the Data Protection Officer, and who the Trust has nominated to support and advise on technical data protection matters. He will be supported for all matters data protection by Jane Roddy Operations Manager and Data Protection Officer. Their role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The Trust contact for data protection queries can in the first instance be contacted on 01706 769800 or info@altusep.com.

Your personal information is used by us to exercise our official authority to provide further and higher education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education schools) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

What information do we collect about you?

We collect information from you when you apply to join the Trust. Once you enrol as a student at the Trust, the information we collected at application is updated where necessary during the enrolment process. The information we collect includes your name, address, contact details, date of birth and previous education. We will also take your photograph for security purposes and will keep a record of emergency contact details. We may collect data through our Trust websites for the purpose of enrolment or to respond to any queries you submit through the 'Contact Us' section of our website.

How will we use information about you?

We will use the information you provide at application to keep you updated on the progress of your application. Once you have enrolled, this information is used to support the provision of your education during your time with us. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at the end of this notice, and this will be presented to you during the enrolment process.

During your time with us, new information about you will be created in the form of academic assessments and learner feedback. Reports for parents or carers about your progress and attendance are sent using the details provided at application/enrolment or are available online

via the parent portal. Student photographs are displayed within the Trust's College and may be used on marketing materials internally and externally for up to 3 years.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our records retention policy. You can request a copy of this policy from the Trust's Data Protection Officer.

Marketing

When you apply to join us, we will write to you to share information about your application, our courses and the other benefits of joining our Trust. We will not share your details with any other organisation for marketing purposes. If you would not like to receive information about the Trust, please let us know, however, this may result in you not receiving important information to support your application.

Special Categories of Information

The Trust will also ask you to provide information relating to your ethnicity and any health or additional learning needs you may have. This information is used to ensure that we meet our obligations under the Equality Duty. We also use any information you provide to us about your health or additional learning needs to ensure that we provide support to you as required during the application and enrolment processes and throughout your time with us at the Trust.

We may be provided with information about you (for example, health information or attendance data) by your previous school or Trust, to allow us to support you in your transition to studying with us.

If you would like to discuss this further, please do not hesitate to contact us.

Education and Skills Funding Agency

Privacy Notice 2020 to 2021

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

A full copy of this privacy notice will be provided when you enrol with the Trust and you can agree to be contacted for other purposes by updating your preferences on this document.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Angela Rudd Student Curriculum and Administration Manager or Jane Roddy Operations Manager and Data Protection Officer on 01706 769800.**

Depending on the lawful basis above, you may also have the right to:

- ask us for access to information that we hold about you
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

How will we respond to Freedom of Information Requests?

Where the request you make is specific and we are able to complete it in reasonable time then no charge will be made.

However, where excessive amounts of data are requested, for example where we must interrogate a number of IT systems and collect an inordinate amount of data that takes excessive amounts of time, the Trust will make a reasonable administrative charge for time spent completing your request.

In addition, where data you request requires to be redacted and you request the same in printed copies then an administrative charge may be applied.

We will charge for any additional copies of the information you request.

Our reasonable administrative costs include photocopying, postage and administrative time where the request is excessive and or takes in excess of 3.5 days to process or collate the data. If this applies to your request, we will advise you at the earliest opportunity.

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.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us on 01706 769800.

Or alternatively contact our Data Protection Officer:

Mr M Keefe of RADCaT Ltd

01942 590785

Matt.keefe@radcat.co.uk

When will this Notice be updated?

This Notice was last updated on **24th September 2020**

We reserve the right to vary and amend this privacy notice to comply with changes to legislation or our relevant processing activities. A up to date copy of this notice will be available on the Trust website, please check back from time to time for updates.