



## **Privacy Notice – Applicants to Sir John Deane's Sixth Form College**

The Sir John Brunner Foundation (the Foundation) collects and processes the personal data relating to Sir John Deane's Sixth Form College applicants as part of the application process. This notice outlines how the Foundation will handle your personal information.

### **Why does the Foundation collect personal information?**

The Foundation needs to collect and process data in order to progress your application to the College to:

- Ensure the data is correct.
  - Allowing the Foundation to effectively communicate the application process to applicants
  - Communicate updates on the application process
  - Inform applicants of the outcomes of their application
- Ensure applicants are eligible to apply for a place at the College
- Identify suitable courses for enrolment
- To meet the legal requirement for reporting to the Department for Education

### **What personal information does the Foundation collect?**

During the application process the Foundation collects:

- Personal details
- Contact information
- Contact information for parents/carers
- Disability, SEN and diversity information
- Educational history
- Predicted grades
- Medical information

### **Who has access to your data?**

Your information may be accessed by College employees if access to the data is necessary for the performance of their roles, including but not limited to the admissions department, members of the Senior Leadership Team and IT Systems.

The personal information you provide is also passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skill, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Your data may be transferred outside the European Economic Area (EEA) in order to meet our contractual obligations with you. Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.



### **How is this collected?**

Most of the information is provided by you in your application form. Additional information may be provided by your School, the Local Authority or other professional organisations.

### **How long does the foundation keep personal information?**

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

Unsuccessful applications: date of application + 12 months

Successful applications: added to the student record

### **What if you don't provide your data?**

You are under no statutory or contractual obligation to provide data to the Foundation during the application process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### **How does the Foundation Protect data?**

The Foundation takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by appropriate employees in the performance of their duties.

### **What are your rights?**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use "legitimate interests" as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk).

### **What if I am not happy with how the Foundation handles my concerns?**

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Automated decision-making**

Application decisions will never be based solely on automated decision-making.

### **Who is the Data controller?**



**SIR JOHN DEANE'S**  
SIXTH FORM COLLEGE  
1557

The Sir John Brunner Foundation.

**Who is the Data Protection Officer and how do I contact them?**

The following have responsibility for Data Protection within the Foundation:

- **The Sir John Brunner Foundation** – Kathryn McBurnie - [McBurnie\\_K.sjbf@sjd.ac.uk](mailto:McBurnie_K.sjbf@sjd.ac.uk)
- **Sir John Deane's Sixth Form College** – Laura Lawson - [dataprotection@sjd.ac.uk](mailto:dataprotection@sjd.ac.uk)