



Privacy Notice – Students at Sir John Deane's Sixth Form College

The Sir John Brunner Foundation (the Foundation) collects and processes personal data of students at Sir John Deane's Sixth Form College to manage the learning relationship effectively. This notice outlines how the Foundation will handle your personal information.

Why does the foundation collect personal information?

The Foundation will process your personal information for a range of contractual, statutory or public interest purpose, including the following:

- To provide quality education and support
- Support student's learning
- Monitor and report on progress and destination
- Provide appropriate pastoral support
- Assess the College's overall results
- To meet the legal requirement for reporting to the Department for Education
- Monitor equality and diversity
- To meet examination board requirements
- To comply with safeguarding and health and safety

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.

Further information about the agency's use of and access to your personal data, and details of any partner organisations are available at:

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

Who has access to your data?

Your information will be shared internally, including with members of College staff where access to the data is necessary for the performance of their roles.

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- The Joint Council for Qualifications
- Examination boards
- Ofsted
- The Education and Skills Funding Agency
- The Department of Health
- Other valid organisations (Police, Social Services, CAMHS)



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.

What personal information does the Foundation collect?

The Foundation collects:

- Name, address, parent/carer's details, unique learner number (ULN)
- Relevant medical information
- Special educational and support needs
- Destination data
- Safeguarding and child protection information
- Behavioural information
- Assessment and qualification information
- Prior and Post 16 learning information
- Attendance information
- Photographs
- Equal opportunities monitoring information
- Parent/guardian income details for those who receive financial support
- Information regarding safeguarding matters
- CCTV is in operation internally and externally

The College uses the following systems to manage student data CPOMs, UniFrog, Promonitor and Portal all of which have provided the necessary assurances that they are compliant with GDPR.

How is it collected?

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

SEN, safeguarding, behavioural, attendance and performance information will be collected by members of College staff while you study at the College.

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).

Your academic and pastoral details will be kept for a period of seven years from the end of the academic year in which you leave the College.

What if you don't provide your data?

You are under no statutory or contractual obligation to provide data to the Foundation. 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 place at the College 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.
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If you would like to exercise any of these rights, please contact the data protection officer at 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?

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
- **Sir John Deane's Sixth Form College** – Laura Lawson - dataprotection@sjd.ac.uk