

Privacy Notice – Students

Date: Nov 2024

Review Date: Nov 2025

Version: 1

Document owner: Fir Tree College

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Introduction

Fir Tree College must collect and process your personal data (information about you) when you enrol with us. We need this information to register and support you through your qualifications and to ensure that we provide a safe and secure environment for you to learn and develop.

We have provided this privacy notice to tell you what personal data we hold about you and why we need it.

Data Controller

We are the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your information and make decisions on how it is used.

Who can I contact if I have questions about my data?

Our Data Protection Officer (DPO) is the person that makes sure that we keep your data safe... they are also on hand to answer any questions that you have. Please speak to the college reception or your tutor if you would like to get in touch with our DPO.

What information do we hold about you?

When you join Fir Tree College, we will need some basic information about you so that we know who you are and how we can support you through your qualifications. This includes...

- Your name, home address and contact details
- Special information such as your date of birth, gender and ethnicity
- Details on your courses and qualifications from your previous school
- Any health and medical information that we need to be aware of to support with your studies

We get most of this information from you and your family when you join us and fill out our admissions forms. Your previous school may also provide us with some of this information too. As you progress through college, we will also gather some further information about your time with us such as...

- Your attendance and any absences
- Any behaviour incidents that occur whether positive or negative
- Records of the courses you take, your progress and qualifications etc
- Logs of any concerns that we are made aware of (safeguarding information)
- Records of any support that we provide to you relating to your health and wellbeing
- Bank details if we need to provide funds for your travel and other costs

CCTV

We have CCTV around the college to protect you and other members of the community and keep our site safe and secure. We have cameras in and outside of our main buildings that record both images and sound. We do not watch our cameras all of the time but we may need to check and use the footage if an incident occurs or we are notified of any inappropriate behaviour.

Images

From time to time, we may use images taken at college on our website and social media pages to give parents and other members of the community an insight into the college and what we do. We will always ask for consent from either you or your parent or guardian to include you in images. It is important to let us know if you no longer wish to be included in pictures.

Where we get your information?

Most of the information that we hold is provided directly by you and your family when you join us; we may also receive some of your records from your last school or the local authority. We will collate further information about you as you progress through college.

Why we need this information?

For the most part, we need this information to support you with your learning and to keep you and others in the college community safe from harm.

The college is subject to lots of different laws and regulations put in place by the government that require us to process information about you to keep you safe and make sure you get the most from your education and the best opportunities for the future. We therefore must process your data to meet our legal obligations.

Most of the ways in which we use your data is mandatory, we will however ask your consent for any data processing that is optional.

Special Category Data

Special Category Data is information about you that is much more sensitive in nature. It includes data about your health and wellbeing and special characteristics such as your gender, ethnicity and religion. We will only process special category data about you if the law requires us to do so or we have asked for permission from you or your parent or guardian. We take extra care to ensure more sensitive information is kept secure and confidential.

Can I give my own consent?

If our use of your data is optional, we will always ask for your consent. We may ask your parent or guardian too if we feel they can help to support you when making decisions about how your data is used.

How long do we keep your data?

We keep most of the information in your student record for 6 years from the date that you leave college. We will only keep hold of your records for longer if there is a legal reason to do so or we feel there is a likelihood the information will be needed in future to support you or the college.

How we keep your data secure?

Your records are kept securely by the college. Any records held in paper format are stored under lock and key, whilst digital records are kept on encrypted systems and databases. We only allow our staff to access your data if they need it for their job. Our staff are trained in data protection and agree to keep college records confidential.

Who we share your information with and why?

We share some of your information with the Local Authority and Department for Education (DfE). Analysing student data helps local councils and the government to provide the best possible support to those in education in the UK now and in future.

If we feel you need support with your health or we have concerns for your wellbeing, we may share your data with organisations outside of the college that we feel can help you. We will only do this with yours or your parents permission unless we feel you are at risk and need urgent assistance.

We share some basic information about you and your course work with 'Pearson Edexcel' who support the college in providing your learning and qualifications. You will notice their name on your results letters and certificates.

We may also share your data with other organisations that provide services that help us run the college effectively. For example, our IT provider may need your name and email address to give you access to our computer system.

If there is ever an accident or other incident, we may need to share your information with the emergency services, governing bodies and professional service providers.

Whenever we share your information outside of college, we will make sure that it is limited to what is necessary and sent securely. We do not transfer your information outside of the United Kingdom.

What are my rights?

You can ask for access to the personal data that we hold about you; you can also ask that we update your information if you feel it is wrong or out of date. In some situations, you can also object to us using your data, ask that we stop processing it and even request that we delete it.

Please let the college office or your tutor know if you would like to ask us any questions or you are unhappy at all with how we are using your data.

Who are the ICO?

The Information Commissioners Office (ICO) are the governing body for data protection in the UK. You can contact them for general advice or to make a complaint about the use of your data:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>