

Student Privacy Notice

1. Who we are

The Sixth Form College, Colchester is part of The Sixth Form Colleges Trust. The Sixth Form Colleges Trust is the data controller for the personal information we process.

We collect and use personal information about students in order to carry out our responsibilities as a further education provider and to meet our legal obligations.

2. The personal data we collect and how it is collected

The personal information that we collect about you includes the following:

Personal information

- Name, address, telephone number and email address
- Country of domicile and nationality
- Date of birth and student identifiers (e.g. student ID, ULN, UCI)
- Previous education, qualifications and assessment records
- Attendance and behaviour information
- Photographs (for identification purposes)
- Family or personal circumstances
- Information about bursary eligibility and financial support

Special category information

- Health and medical information (including disabilities)
- Special educational needs and learning support requirements
- Safeguarding information
- Ethnicity, language, religious beliefs and sexual orientation

Other information

- Use of college IT systems (including email and internet access)

3. Why we collect and use your information

We use your personal data to:

- Process your application and enrolment
- Provide and support your learning and progression

- Monitor and report on your attainment and progress
- Provide appropriate pastoral care and safeguarding
- Assess eligibility for financial support
- Manage behaviour and ensure safety
- Provide access to college systems, facilities and services
- Assess the quality of our systems, facilities and services
- Meet legal duties and regulatory requirements
- Deal with grievances, complaints and disciplinary actions.

4. Lawful basis for processing

We process your data under the following lawful bases:

Personal data (Article 6 UK GDPR)

- Public task (Article 6(1)(e)) – to provide education and training
- Legal obligation (Article 6(1)(c)) – to comply with the law (e.g. safeguarding, funding returns)
- Contract (Article 6(1)(b)) – where necessary for your learning agreement

Special category data (Article 9 UK GDPR)

We process sensitive data because it is necessary for:

- Substantial public interest (Article 9(2)(g)) – including safeguarding and equality monitoring
- Health and social care (Article 9(2)(h))
- Social protection (Article 9(2)(b))

5. Collecting your information

We collect personal data from various sources, including:

- You,
 - during application and enrolment
 - while you are a student here
 - via communication with us (e.g. emails, phone calls etc.)
- Previous schools or colleges
- Local authorities and government agencies
- Other organisations involved in your education or support

Where information is transferred from another education provider, this may include safeguarding records.

6. Sharing your information

We routinely share student information with:

- The Department for Education (DfE)
- The Learning Records Service (LRS)
- Local authorities
- Examination boards
- Parents/carers e.g. via Progress Reports
- Future education providers or employers (for references)
- Safeguarding and student support services
- Other education service providers (e.g. UCAS or universities you apply for)

We only share your personal data where the law allows us to do so.

Cloud services

Some of our IT systems are provided by external suppliers (e.g. cloud services such as Microsoft).

Where data is transferred outside the UK, appropriate safeguards are in place to protect your information.

7. Why we share student data

We do not share your information without a lawful basis.

Department for Education

We are required to share certain information with the Department for Education on a statutory basis. This supports:

- College funding
- Monitoring of educational progress
- National education policy

For further information:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Youth support services (students aged 16+)

We may share your information with local authorities or youth support services to help:

- Support your education or training
- Provide careers advice and guidance

This is required under the Education Act 1996.

National Pupil Database (NPD)

The Department for Education collects personal data from colleges for inclusion in the National Pupil Database (NPD).

The NPD is used for:

- Research and statistical analysis
- Improving education outcomes

More information is available at:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

8. Data retention

We keep your personal data in line with our retention policy:

- Most student records are retained for 6 years after leaving
- Safeguarding records may be retained until age 25 or older
- Academic records may be retained long-term for verification purposes

9. Security monitoring, photographs and CCTV

Security monitoring

We use your data to maintain the security of college systems and premises.

This includes monitoring use of:

- College IT systems
- Email and internet access

Monitoring is carried out to:

- Protect users
- Maintain system security
- Ensure compliance with college policies

Photographs and marketing

Photographs of students are used for identification and may also be used in college publications and marketing (both online and in print).

Where photographs are used for marketing purposes, we will seek consent where appropriate and students have the right to refuse or withdraw consent.

In some situations (for example, large events or public activities), it may not always be possible to obtain individual consent where students appear in the background.

Students can request that images of them be removed from digital platforms (such as the website or social media), and we will make reasonable efforts to do so. However, it may not be possible to remove images already published in print or by third parties.

CCTV

The College operates a CCTV system on its premises for the purposes of:

- Ensuring the safety and security of students, staff and visitors
- Preventing and detecting crime
- Supporting safeguarding and disciplinary processes

CCTV footage may be monitored and recorded and may be shared with law enforcement or other relevant authorities where there is a lawful basis to do so.

The lawful basis for processing CCTV data is:

- Public task (Article 6(1)(e))
- Legal obligation (Article 6(1)(c)), where applicable

CCTV footage is retained in line with the College's retention policy and is only kept for as long as necessary.

10. Your data protection rights

You have the right to:

- Request access to your personal data
- Ask for incorrect data to be corrected
- Request deletion of your data (in certain circumstances)
- Object to or restrict how your data is used
- Request transfer of your data

To exercise your rights, contact:

dpo@colchsfc.ac.uk

11. Contact and complaints

If you have any questions, contact our Data Protection Officer:

dpo@colchsfc.ac.uk

If you are not satisfied, you can contact the Information Commissioner's Office:

<https://ico.org.uk/concerns/>