

Privacy Notice (Students and Parents/Carers)

This notice is to make clear how and why Great Oaks College collects personal information about you and what we do with this data. Great Oaks College is the data controller of the personal information you provide us. The college determines the purposes for which any personal data relating to students and their families is to be processed.

Why do we collect and use your information?

Great Oaks College holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, the Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet the legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6(1)(e) – public task, data processing which is necessary to allow the college to function, and Article 9(2)(e) – data processed with the explicit consent of an individual
- The Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students
- To administer admissions
- To share data for statutory inspections and audit purposes

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique learner number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free college meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results / levels)
- Behaviour information
- Relevant medical information (such as allergies)
- Information relating to SEND
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way

- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

In accordance with the GDPR, the college does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally intended.

Personal data relating to students at Great oaks college and their families is stored in line with the college's Data Protection Policy and Retention Schedule.

Who do we share student information with?

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about your student with:

- colleges that the students attend after leaving us
- The pupil's family and representatives – so they are aware of the progress that pupils are making, pastoral care they may receive, any additional support to meet an SEN
- the relevant local authorities
- Government departments or agencies
- the Department for Education (DfE)
- Education and Skills Funding Agency

- Exam boards or accreditation boards
- NHS and Health organisations
- Educational resources providers – to enable them to provide the service we have contracted them for.
- Financial organisations
- Our auditors
- Police forces, courts, tribunals
- Suppliers and service providers including Oaklands School for catering purposes

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies require or allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the college office (office@greatoakscollege.com ; 020 3962 9009)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. Our Data Protection Leads are:

Iwona Kedziora, HR Officer
office@greatoakscollege.com

Piera Jalan, Business Manager
020 3962 9009

Our Data Protection Officer is:

Our DPO is outsourced to The DPO Centre and is contactable via 020 3797 1289.

From 1st June 2022 our DPO will be SchoolPro TLC and contactable via 01452 540608.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>