

# Hereford Sixth Form College

## Privacy Notice (How we use student information)

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

- personal identifiers such as your name, Unique Learner Number (ULN), date of birth, gender and ID card photo
- contact details – including address, telephone number and email address
- details of your previous qualifications, employment and educational history
- information about your nationality and residency
- information about medical or health conditions, including whether or not you have a learning disability or difficulty and examination access arrangements
- characteristics (such as ethnicity, country of birth, and optionally language, religion, sexual orientation and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment, attainment, behavioural and progress information (such as courses enrolled for and any relevant results)
- household information and, where applicable, National Insurance number which are

## **The lawful basis on which we use this information**

We collect personal data under GDPR Article 6 Legal Obligation and Public Task in order to meet our legal obligations with the ESFA (Education and Skills Funding Agency). Use of this data is also necessary in order for us to carry out our public task to provide education and training.

We collect data about criminal convictions in order to protect vital interests of others under GDPR Article 6 Vital Interest and also in order to carry out our duty to support those with a conviction under GDPR Article 6 Public Task.

We collect emergency contacts in order to safeguard and promote your welfare under GDPR Article 6 Vital Interests.

We collect parent/guardian/carer contact details and share with them information on student



## Youth support services

We will also share certain information about students with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website <http://www.herefordshire.gov.uk>.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Education and Skills Funding Agency (ESFA) Privacy Notice

The ESFA is an executive agency, sponsored by the Department for Education (DfE) that is accountable for funding education and skills for children, young people and adults.

Please see the full text of the latest notice at:

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

## Learning Records Service (LRS) Privacy Notice

The Learning Records Service provides a Unique Learner Number (ULN) to individual learners and a Personal Learning Record.

Please see the full text of the latest notice at:

<https://www.gov.uk/government/publications/lrs-privacy-notices>

## Requesting access to your personal data

Under data protection legislation, parents, guardians, carers and students have the right to request access to information about them that we hold. To make a request for your personal information, contact our Data Protection Officer [dpo@hereford.ac.uk](mailto:dpo@hereford.ac.uk).

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer [dpo@hereford.ac.uk](mailto:dpo@hereford.ac.uk).

## How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins college funding, which is calculated based upon the numbers of children and their characteristics

## Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

[National Pupil Database \(NPD\): privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice)

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the DfE has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

[https://www.gov.uk/government/publications/dfе-external-data-shares.](https://www.gov.uk/government/publications/dfе-external-data-shares)

To contact DfE: <https://www.gov.uk/contact-dfe>