

## FAIR PROCESSING NOTICE

This document lists the organisations which process data on behalf of the College, and records how long data is retained.

### Authorised Processors

The college is required by law to share data with some organisations. In these cases only, the organisations are data controllers for the information they receive. The data supplied must only be used for the purposes allowed by law.

- Education Funding Agency (EFA)<sup>†</sup>, Skills Funding Agency, the Learner Records Service (LRS)<sup>\*</sup>, Ofqual and any successor agencies to these.
- Ofsted
- Department for Education (DfE)<sup>†</sup> and Department for Business Innovation and Skills (BIS)<sup>†</sup>
- Local Authorities (Southampton City Council and other nearby authorities from which our students are drawn).
- UK Visas and Immigration

The following organisations also process data on behalf of the College:

- Benchmarking and analysis services including the Advanced Level Performance System (ALPS), the Advanced Level Information System (ALIS) and local college consortia.
- The Sixth Form Colleges Association (SFCA) and the Association of Colleges (AoC).
- The Southampton 14-19 Diploma Consortium
- Examination boards (e.g. OCR, Edexcel), Ofqual and JCQ (the Joint Council for Qualifications) use information to administer and process results of public examinations.
- Local transport providers including King Edward VI School
- Police are supplied with information on receipt of a valid disclosure request to assist in crime prevention.
- Partner schools are provided with details of public examination successes and destinations for their former students.
- Local newspapers are provided with the names (not grades) of students who obtain passes in public examinations and their destinations.
- Contractors providing services (e.g. payroll, pension, auditors, legal advice, software maintenance)
- A secure off-site data backup service is used.

### \* Learner Records Service Privacy Notice

The Learner Records Service require us to publish their own data privacy notice:

*“Some of the information you supply to the college will be used by the Skills Funding Agency to fulfil its statutory functions, issue and/or verify your Unique Learner Number (ULN) and up-date and/or check your own Personal Learning Record (PLR).*

*Your Personal Learning Record will include information about your qualifications, awards, training and learning achievements that you may collect throughout your lifetime - at all levels and also whilst you are working and learning.*

*Your Personal Learning Record can be shared with organisations who have a responsibility for providing, funding and serving your education and training.*

*If you are below the age of 16, you might wish to discuss this privacy notice with your parent or legal guardian.*

*The Skills Funding Agency is a public body that funds qualifications and training that you may be receiving. It is responsible for maintaining ULNs and Personal Learning Records on behalf of all individuals aged 13 and above in England, Wales and NI.*

*Your Unique Learner Number (ULN) is a ten digit reference number and is unique and individual to yourself for use within education. Please keep this number in a safe place you will need it to access your Personal Learning Record.*

*The Skills Funding Agency may obtain and use third party reference data to assist when verifying your ULN and when checking that the data it holds about you is correct, in order to comply with the requirements of the Data Protection Act to keep your details accurate and up to date.*

*It is used to create and up-date your own Personal Learning Record (PLR), which will be conveniently located online for you to access at [www.learningrecordsservice.org.uk/products/learnerrecord](http://www.learningrecordsservice.org.uk/products/learnerrecord)*

*The Skills Funding Agency may use your information for management and statistical purposes and for monitoring the accuracy of the information it holds about you.*

*The Skills Funding Agency may share your ULN and Personal Learning Record information with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education.*

*Please note that you can opt-out of the Skills Funding Agency sharing your Personal Learning Record. However, you cannot opt-out of the Skills Funding Agency storing your information.*

*You can opt-out of sharing your participation and achievement data by contacting the LRS Customer Helpdesk on 0845 602 2589. You will be required to provide some personal details to confirm your identity, which may include your Unique Learner Number (ULN), if known”.*

An even fuller privacy statement can be found on the Learning Records Service web site at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/286088/Privacy\\_notice\\_for\\_learners\\_in\\_england.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286088/Privacy_notice_for_learners_in_england.pdf).

†Government privacy notice

*How We Use Your Personal Information*

*The personal information you provide is passed to the Chief Executive of Skills Funding (“the Skills Funding Agency”) and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency.*

*The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.*



Part of the Lighthouse Learning Trust, an exempt charity and company limited by guarantee.  
Registered in England and Wales. Registered office address: St Vincent College, Mill Lane, Gosport, PO12 1LH  
Company registration number: 10819176

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

You can opt out of contact for other purposes by ticking any of the following boxes<sup>‡</sup> if you do not wish to be contacted:

- |   |  |
|---|--|
| <input type="checkbox"/> About courses or learning opportunities. | <input type="checkbox"/> For surveys and research. |
| <input type="checkbox"/> By post.                                 | <input type="checkbox"/> By phone.                 |
|   | <input type="checkbox"/> By e-mail.                |

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

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

<sup>‡</sup> Please contact the college if you wish to exercise any of these opt-outs.

### **Retention Time Scales**

For existing staff:

<b>Data</b>	<b>Retention time</b>
Application form and selection data	Duration of employment and 7 years following cessation of employment
References received	Duration of employment and 7 years following cessation of employment
Payroll and Tax information	Duration of employment and 7 years following cessation of employment
Contract, job description and data processing consent.	Duration of employment and 7 years following cessation of employment
Sickness records	Duration of employment and 7 years following cessation of employment
Leave of absence records	Duration of employment and 7 years following cessation of employment
Performance management records	Duration of employment and 7 years following cessation of employment
Professional development records	Duration of employment and 7 years following cessation of employment
Disciplinary and Grievance-related documents	As per Disciplinary and Grievance Policies
CRB disclosures	6 months (record of date of disclosure to be kept for duration of employment)
References provided	Duration of employment and 7 years following cessation of employment

For prospective staff:

<b>Data</b>	<b>Retention Time</b>
Application forms and all selection data	1 year
Equal Opportunities monitoring forms	1 year



For students:

<b>Data</b>	<b>Retention Time</b>
Biographical data, contact details, enrolment photograph, next of kin.	Duration of attendance and 7 years following cessation of attendance
Attendance & registration	Duration of attendance and 7 years following cessation of attendance
Enrolment & achievement	Duration of attendance and 7 years following cessation of attendance
Learning agreement	Duration of attendance and 7 years following cessation of attendance
Interview notes & qualifications on entry	Duration of attendance and 7 years following cessation of attendance
Progression & destination	Duration of attendance and 7 years following cessation of attendance
Coursework and educational material	Duration of attendance and 1 year following cessation of attendance
Assessment of Learning Needs and any subsequent data	Duration of attendance and 7 years following cessation of attendance
Photographs for marketing purposes.	Indefinite

### **Maintenance**

This notice is maintained by the Director of Information and Planning. It was updated in January 2018 and is due for review in September 2019.