

Privacy Notice – Data Protection Information about students in college.

We, The Lighthouse Learning Trust are a data controller for the purposes of data protection. We collect information from you and may receive information about you from your previous setting or education provider, local authorities, the Department for Education (DfE) and the Learning Records Service (<https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>).

A great deal of the information we collect is included in the Student Application Form, completed on admission to the college which, when signed, gives us your permission to process the data. In addition, we collect information on national curriculum assessment results, attendance, academic progress, medical issues, safeguarding and special educational needs and disabilities.

We hold this personal data and use it to:

- Meet our statutory duty to create and maintain an admission register under the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, without which colleges are unable to enrol a pupil.
- Support teaching and learning. In order to facilitate this, we may share information with the software supplier (listed at the end of this document) to set up the systems needed for pupils and parent/carers to access.
- Monitor and report on academic progress.
- Provide appropriate pastoral care (Keeping Children Safe in Education 2016).
- Assess how well we, as an education provider, are doing.
- Co-operate with Gosport Borough Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. **Working Together to Safeguard Children (2015)**
- Share information with Gosport Borough Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. **Working Together to Safeguard Children (2015)**
- Share data with professionals commissioned by the college or working with a student such as the College Nurse or health services.
- Provide information via statutory census returns to the DfE and in turn this will be available for the use of Gosport Borough Council to carry out its official functions, or a task in the public interest. Further information can be found online at <https://www.gov.uk/government/publications/college-census-2016-to-2017-guide-for-colleges-and-las>
- Send student information to Gosport Borough Council/Hampshire County Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under data protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.

Colleges will also provide and receive information as a result of college admissions processes and in-year admissions as required under the admission policies of individual colleges. This information is needed in order to accurately assess applicants so that places are offered to those who are entitled to them.

Your information will not be used for any other purpose or shared with any other organisation unless provided for by law or covered in this Privacy Notice.

The Trust members of staff responsible for data protection, who should be contacted in writing if you would like to receive a copy of the information about you that we hold or share, are:

Paul Swindale (Director of Quality Assurance and Data Systems)

For information on how long the college will store the information collected please refer to the Trust Fair Processing Notice.

Should you have any concerns with how your data is being processed, the following steps should be taken:

- Step 1: Contact the college Data Protection Officer.
- Step 2: If concerns remain unresolved, follow the college Complaints procedure.
- Step 3: Contact the Information Commissioner's Office (www.ico.org.uk)

For further information on the circumstances under which you have the right to request access to, or rectification\erasure of, your personal data please visit the Information Commissioner's website.

Gosport Borough Council has a duty under the Children Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their area and will agree information sharing agreements with partners to enable them to carry out official functions, or a task in the public interest.

The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the data protection principles. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: **<https://www.gov.uk/government/publications/national-pupil-database-requests-received>**



If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- www.youngsouthampton.org/privacynotice.aspx and
- <http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- **Solicitor for Education:** Legal Services, Southampton City Council, Ground Floor, Civic Centre, SO14 7LY
- **Public Communications Unit:** Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Website: www.education.gov.uk
Email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

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