



Privacy notice for college pupils

You have a legal right to be informed about how our organisation uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Youth Works Northamptonshire, Keystone Centre, 97 Rockingham Road, Kettering, NN16 9HX, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Theresa Wright (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at the college.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your date of birth and gender
- Your next of kin and emergency contact details
- Your test results
- Your attendance records
- Any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Safeguarding information
- Photographs
- CCTV images

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity and religious beliefs
- Health, including any medical conditions, and sickness records

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- Fulfil a contract we have entered into with you

Less commonly, we may also use your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect your interests (or someone else's interests)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Why we use this data

The purpose of processing your information is to help us run the College and provide you with the best service we can, including to:

Purpose	Legal basis
Get in touch with your parents/carers when we need to	Legal obligation and Legitimate interests
Monitor and report on your attendance	Legal obligation and Legitimate interests
Support your learning	Legal obligation and Legitimate interests
Monitor and report on your progress and check whether you or the teaching staff need any additional support	Legal obligation and Legitimate interests
Look after your wellbeing and that of others	Legal obligation and Legitimate interests
Make decisions relating to your timetable	Legal obligation and Legitimate interests
Track how well the college is performing	Legal obligation and Legitimate interests

Carry out research	Legitimate interests
Comply with the law relating to data sharing	Legal obligation and Legitimate interests
Comply with health and safety obligations, completion of accident book and RIDDOR reporting	Legal obligation and Legitimate interests
Ensure your welfare and staff welfare through CCTV monitoring	Legitimate interest
Monitor use of our information and communication systems to ensure compliance with our internal procedures	Legitimate interest
Prevent malicious software distribution	Legitimate interest
Promote the college and charity on the website and social media pages	Consent

Collecting this information

We collect your personal data by a variety of means. At the commencement of your education with us we will have already collected data through the application process from another school or from the local authority. We will collect more information from you and your parents/carers during your induction. Information will continue to be collected throughout your time with us.

Whilst you are at the College we may need to collect additional personal information from you not identified on the above list but before doing so we will provide you with a written notice setting out details of the purpose and the lawful basis of why we are collecting that data, its use, storage and your rights.

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We keep personal information about you while you are attending our college. We may also keep it after you leave our college if this is necessary in order to comply with our legal obligations. Information about you is kept in accordance with guidelines in the [Information and Records Management Society's toolkit for schools](#).

The personal data we collect may be held as an electronic record on secure data systems or as a paper record in locked filing cabinets. The records are only seen by those who need the personal data so they can do their job. The security of the data follows Youth Works Northamptonshire's Data protection policy.

Data sharing

We do not share personal information about you with anyone outside the college without permission from you or your parents/carers, unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Your family and representatives
- Educators and examining bodies
- Our regulators e.g. Ofsted, the Charity Commission etc.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

In certain circumstances, this information may be shared after you have left the college.

National Pupil Database

We are required to provide information about you to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Northamptonshire County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you, once you are aged 16 or over, can contact our data protection officer to request that we only pass your name, address and date of birth to Northamptonshire County Council.

Transferring data internationally

In the unlikely event that we need to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Unless subject to an exemption under the GDPR, you have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

- **Withdraw your consent to the processing at any time, where consent was the lawful basis for processing the data**
- Claim compensation if the data protection rules are broken and this harms you in some way

If you wish to exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Theresa Wright, Business & Finance Manager,
twright@youthworksnorthamptonshire.org.uk or call 01536 518339

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this organisation.