



Privacy notice for parents/carers of college pupils

Under data protection law, individuals have a right to be informed about how the organisation uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about our **college pupils**.

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

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, date of birth and gender
- Your contact details (and anyone else with parental responsibility)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in college

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

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 pupils' 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
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example:
 - Monitoring use of our ICT systems to ensure inappropriate content is not being accessed.

Less commonly, we may also process pupils' personal data in situations where:

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

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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 pupil information is to help us run the College and provide pupils 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 attendance	Legal obligation and Legitimate interests
Support learning	Legal obligation and Legitimate interests
Monitor and report on progress and check whether additional support is required	Legal obligation and Legitimate interests
Promote pupil welfare	Legal obligation and Legitimate interests
Make decisions relating to pupil timetables	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 pupil 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 personal data by a variety of means. At the commencement of your child's 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 child during their induction. Information will be collected throughout their time with us.

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

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our college. We may also keep it beyond their attendance at our college if this is necessary in order to comply with our legal obligations. Information about college pupils 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 kept in locked cabinets. The records are only seen by staff 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 information about pupils with any third party without consent 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 pupils 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
- The pupil's 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 the pupil has left the college.

National Pupil Database

We are required to provide information about pupils 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 our pupils reach the age of 13, we are legally required to pass on certain information about them 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.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's 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.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

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

Parents/carers may also request access to their child's **educational record**. To request access, please contact Cindy Wrighting, Chief Executive Officer.

Other rights

Unless subject to exemption under GDPR law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent data being used to send direct marketing
- Object to the use of personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- **Withdraw your consent to the processing at any time, where consent was the lawful basis for processing the data**
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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 for parents and to reflect the way we use data in this organisation.