

Privacy Notice for Parent and Guardians

Notice about how we use your personal information

We are the data controller of personal information about you. We are: King Edward Vi College. Our address is: King Edward Road, Nuneaton, Warwickshire, CV11 4BE

Our Data Protection Officer is Lee Sands. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at:

King Edward Vi College
King Edward Road
Nuneaton
Warwickshire
CV11 4BE

dpo@kecnuneaton.ac.uk

02476 328231

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("**GDPR**") and the Data Protection Act 2018.

This notice sets out how we use your personal information as your employer or when you apply for a job with us and in particular:

- the information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside of Europe; and
- your rights over your personal information.

THE INFORMATION THAT YOU GIVE US

We will collect your personal information:

- when a student completes the college application or enrolment forms and other documentation related to our admissions process
- when you communicate with us by telephone, email or via our website
- when you meet with us; or
- from third parties such as a school or college your son or daughter may have attended

The information we hold about you will include your: name, address, telephone numbers, relation to the student, email address.

For the purposes of processing student bursary applications we may hold information relating to: your salary details, details of any benefits you are receiving or any other information relating to income.

THE USES MADE OF YOUR PERSONAL INFORMATION

We will use your personal information set out above as follows:

- To interact and communicate with you regarding the progress of your son or daughter
- To communicate with you regarding any health issues while you son or daughter is on site
- To process an application for student financial support through the colleges bursary scheme
- For any other purpose for which you provide us with your personal data

We treat your personal information with confidentiality and we do not use it for any other purposes.

THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

Your personal data is processed as part of our public interest task of providing an education to your son or daughter.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will keep your information, unless stated otherwise, for a period of seven years from the date of your son or daughter's enrolment at the college.

Paper records will be kept for the length of your son or daughters enrolment.

HOW WE SHARE YOUR PERSONAL INFORMATION

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:

- agents with a legitimate reason for receiving the information (for example, counselling, mental health and safeguarding agencies, charities, organisations organising a trip on behalf of the college);
- government departments and agencies where the College has a statutory obligation to provide information (for example, the ESFA and Home Office, the Local Authority);
- Crime prevention or detection agencies such as the police: or

Purpose:

- To keep you son and daughter safe and supported
- To provide your son or daughter with an education
- To fulfil our legal and statutory requirements

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

We do not store or transfer your personal data outside of Europe.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.