

Frank Field Education Trust



Privacy notice for College Applicants and Students

Policy Information:

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Adopted by Board	September 2023
Implementation Date	Immediate
Frequency of Review	Annually
Review Date	September 2024

Approved by CEO:

Tom Quinn

Approved by Chair of Board:

Dr. Chris Hampshire



Privacy Notice (How we use Students information)

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Who processes your information?

Frank Field Education Trust incorporating its College (s) is the data controller (Registration Number **ZA590527**) of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to Students and their families is to be processed.

In some cases, we may share your data with a third-party processor; however, this will only be done with your consent, unless the law requires the Trust to share your data. Where the Trust outsources data to a third-party processor, the same data protection standards that the Trust upholds are imposed on the processor.

Matthew Keeffe of Keeffe and Associates Ltd (see 'Contact Us' section below) is the Data Protection Officer, and who the Trust has nominated to support and advise on technical data protection matters. He will be supported for all matters data protection by Sam Finch Chief Operating Officer. Their role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the UK GDPR. The Trust contact for data protection queries can in the first instance be contacted on 0151 318 9700 or info@ffet.co.uk.

Your personal information is used by us to exercise our official authority to provide further and higher education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education schools) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

What information do we collect about you?

We collect information from you when you apply to join the Trust. Once you enrol as a student at the Trust, the information we collected at application is updated where necessary during the enrolment process. The information we collect includes your name, address, contact details, date of birth and previous education. We will also take your photograph for security purposes and will keep a record of emergency contact details. We may collect data through our Trust websites for the purpose of enrolment or to respond to any queries you submit through the 'Contact Us' section of our website.

How will we use information about you?

We will use the information you provide at application to keep you updated on the progress of your application. Once you have enrolled, this information is used to support the provision of your education during your time with us. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at the end of this notice, and this will be presented to you during the enrolment process.

During your time with us, new information about you will be created in the form of academic assessments and learner feedback. Reports for parents or carers about your progress and attendance are sent using the details provided at application/enrolment or are available online via the parent portal. Student photographs are displayed within the Trust's College and may be used in marketing materials internally and externally for up to 3 years.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our records retention policy. You can request a copy of this policy from the Trust's Data Protection Officer.

Marketing

When you apply to join us, we will write to you to share information about your application, our courses and the other benefits of joining our Trust. We will not share your details with any other organisation for marketing purposes. If you would not like to receive information about the Trust, please let us know, however, this may result in you not receiving important information to support your application.

Special Categories of Information

The Trust will also ask you to provide information relating to your ethnicity and any health or additional learning needs you may have. This information is used to ensure that we meet our obligations under the Equality Duty. We also use any information you provide to us about your health or additional learning needs to ensure that we provide support to you as required during the application and enrolment processes and throughout your time with us at the Trust.

We may be provided with information about you (for example, health information or attendance data) by your previous school or Trust, to allow us to support you in your transition to studying with us.

If you would like to discuss this further, please do not hesitate to contact us.

Education and Skills Funding Agency

Privacy Notice 20 June 2022

How we use your personal information

We collect personal data about learners from you, and third parties, including other government departments and agencies and from organisations funded by DfE and ESFA to provide learning. We collect information about you and what you are studying.

This includes:

- information on enrolment and achievements which is collected from learning providers following their funding terms and conditions (learning providers include further education colleges and private training companies where you undertake learning)
- information about you and what you are studying is collected by the Individualised Learner Record (ILR) - see the [ILR privacy notice](#) for more details
- information from the Learning Records Service (LRS) to issue you with a Unique Learner Number (ULN), and to create and keep your Personal Learning Record - see the [LRS privacy notice](#) for more details
- the National Careers Service - see the [National Careers Service privacy notice](#) for more details
- the Bursary for Vulnerable Group Scheme which uses the information you give to your educational institution (for example, your college) to decide if you are eligible for a bursary under the scheme eligibility criteria
- if you start an apprenticeship, your information is supplied to us by your employer - we collect information about you and what you are studying, see the [manage](#)

[apprenticeship service privacy notice](#) and [apprenticeship website privacy notice](#) for more details

Information is collected from and shared by third parties so DfE and ESFA can deliver their obligations to safeguard children and young people

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

A full copy of this privacy notice will be provided when you enrol with the Trust and you can agree to be contacted for other purposes by updating your preferences on this document.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

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

Storing Student data

Personal data relating to Students at the Trust and their families is stored in line with the Trust's Records Management & Retention Schedules Policy.

In accordance with the UK GDPR, the Trust does not store personal data indefinitely (However, there may be exceptions to this, where we have obligations under our insurance cover scheme to retain data for indefinite or protracted periods); all other data is only stored for as long as is necessary to complete the task for which it was originally collected.

Requesting access to your personal data

Under UK GDPR, parents and Students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **the College directly or Matthew Keeffe Data Protection Officer on 0151 318 9700.**

Depending on the lawful basis above, you may also have the right to:

- ask us for access to information that we hold about you
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

How will we respond to Freedom of Information Requests?

Where the request you make is specific and we are able to complete it in reasonable time then no charge will be made.

However, where excessive amounts of data are requested, for example where we must interrogate a number of IT systems and collect an inordinate amount of data that takes excessive amounts of time, the Trust will make a reasonable administrative charge for time spent completing your request.

In addition, where data you request requires to be redacted and you request the same in printed copies then an administrative charge may be applied.

We will charge for any additional copies of the information you request.

Our reasonable administrative costs include photocopying, postage and administrative time where the request is excessive and or takes in excess of 3.5 days or cost £450.00 to process or collate the data. If this applies to your request, we will advise you at the earliest opportunity.

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 on 0151 318 9700 or via email info@ffet.co.uk or via 0151 318 9700.

When will this Notice be updated?

This Notice was last updated on **18 September 2023**

We reserve the right to vary and amend this privacy notice to comply with changes to legislation or our relevant processing activities. A up to date copy of this notice will be available on the Trust website, please check back from time to time for updates.