



# West Kent and Ashford College

## Parent/Guardian Privacy Notice

2019/2020

Version	1	2	3	4	5	6	7
Date	Aug 19						
Author	CC						
Authorised By							
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## **Purpose**

This Notice explains how we will collect and use your personal data. We are the data controller for personal data that we process about you.

Throughout this Notice, “College” “we”, “our” and “us” refers to the West Kent and Ashford College and “you” and “your” refers to those who are parents, guardians or carers of those who are expressing an interest in becoming a student at the College (both prior to and at formal application stage), together with those who later become a registered student at the College.

We process your personal data in accordance with the General Data Protection Regulation (GDPR for short).

## **Students’ right to consent for processing of their personal data**

Under the GDPR and the Data Protection Act 2018, young people can decide for themselves and give consent for the processing of their personal information. Parental consent is not required. There may be exceptions in regards of students with severe learning difficulties, school link students and those who are otherwise unable to decide for themselves.

The College has found that it is very beneficial to the young person’s progress as a student if the College is able to engage with the parents (or guardian/carer). Therefore, it is very important that we have the parents’ details recorded on our systems.

When a student is in the College, parents/carers/guardians (or any other third party) are not automatically entitled to the student’s information. We can only release information about our students if we have their consent for this recorded on the College system. Students can inform the College later on of who the College may discuss with about their College matters.

Students may withdraw their consent the same way which they gave it.

In general, we can only share information if we have the person’s consent, or there is a particular piece of legislation or agreement allowing us to share it without consent.

## **Anything you are not clear about**

If there is anything you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data.

The Data Protection Officer's contact details are provided at the end of this Notice.

## **Where does the College get your personal data from?**

We may collect your personal data in a number of ways, for example:

- from the information your son/daughter/ward provides to us when they submit an application to study at the College;
- when a student completes the College enrolment forms and other documentation related to our other admissions processes and procedures;
- when you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- from third parties, for example from the previous or current school/ college your son/daughter/ward may have studied with.
- where you are a guarantor, such as in the case of student fees and/or student accommodation

It is necessary for us to protect the health and wellbeing of our students and support their learning and development. Failure to supply such information may mean that we are unable to enrol the relevant student onto a course at the College.

## **The types of information we collect**

We may collect the following types of personal data about you:

- your name, and contact information such as address, email address and telephone number;
- information connected when dealing with the College regarding student welfare and progress.

## **The purposes for which we process your personal data and the legal basis for that processing**

We may use your information to:

- contact you in the case of an emergency;
- comply with the law regarding data sharing;
- comply with legal obligations around the health, safety and wellbeing of our students;
- deal with grievances and disciplinary actions;
- dealing with complaints and enquiries;
- recover any debt

In the case of parents and carers of students who were under the age of 18 at the start of the academic year (31 August), we use your information to:

- support our student's learning;
- report on student progress;
- facilitate the provision of appropriate guidance and pastoral support;

- assess and improve the quality of our services.

### **The lawful basis for using this information**

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of your information, we collect and use information under the following bases: legal obligation and public task.

For students under 18, we refer to the Keeping Children Safe in Education (2016) statutory guidance, that states:

*“Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and / or safeguarding concern.”*

### **Who might we share your data with?**

The College will occasionally share your personal data with third parties.

We may share your information with:

- Providers of selected software;
- Work experience or apprenticeship employers if relevant to the student’s course;
- The relevant Local Authority;
- Education and Skills Funding Agency;
- Awarding bodies.

We do not share your information with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with your explicit consent. Where data is routinely shared, a data processing agreement will be established to ensure the protection of information.

### **Additional notices and guidance/policies**

We also have some additional notices, guidelines and policies with further useful information about the way in which we process your personal data:

- The College’s Data Protection Policy
- Attendance monitoring
- Our website:
  - we use Cookies (that will collect your personal data) on our web pages. Please see our policy on the use of Cookies here: <https://www.westkent.ac.uk/cookies>
  - Our Privacy Policy here: <https://www.westkent.ac.uk/privacy-policy>

## **Automated individual decision making, including profiling**

We do not make decisions automatically about you without human intervention.

## **Security of your personal data**

The security of our IT systems which process and store data are regularly reviewed in accordance with Government requirements, and assessments and checks promoted by the Information Commissioner's Office.

Data is securely deleted when it is no longer required for the purposes collected.

## **Unwanted communication**

We will from time to time communicate with you by email, post and telephone for marketing purposes of our college courses, leisure opportunities and commercial activities.

If, at any stage, you are concerned about the content of these communications, e.g. unwanted marketing information, or wish to change the method of communication that we use or cease the communication, please unsubscribe to general email communications.

If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Data Protection Officer.

## **Transfers to third party countries**

Sometimes to achieve the purposes for which we are processing your personal data we may need to share your personal data with other organisations based within the European Union or if outside the European Union based in countries that have comparable levels of protection.

When it is necessary to share your data with organisations outside of the European Union, we will ensure that there are appropriate safeguards in place.

## **Retention periods**

Table 1 describes the College's published guidelines for retention of parent/guardian/carer data.

## **Your rights as a data subject**

Here are your rights under GDPR. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;

- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights.

You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>

### **Legal basis for processing your data under GDPR**

We present our view on the grounds for processing against each specified purpose. As legal views mature the College may change its views on its legal basis for processing.

### **Concerns and contact details**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Catherine Curtis [dataprotection@hadlowgroup.ac.uk](mailto:dataprotection@hadlowgroup.ac.uk)

Our general postal address is:

**West Kent and Ashford College  
Brook Street  
Tonbridge  
Kent  
TN9 2PW**

Our postal address for data protection issues is:

**Data Protection Officer c/o Ashford College  
Elwick Road  
Ashford  
Kent  
TN23 1NN**

Our telephone numbers are:

- Ashford College - 01233 743100
- West Kent College - 01732 358101

Our data controller registration number provided by the Information Commissioner's Office **ZA088599**

**Table 1 - Retention periods**

<b>Category</b>	<b>Retention Justification</b>	<b>Department</b>	<b>Period</b>
Prospective student application records that do not attend College.	Duration of the academic year in which the application was made	MIS	1 year
Student Records including academic achievement and conduct	Limitation period for negligence ESFA/ESF contract	MIS	At least 6 years from the date the student leaves the college. At least 10 years or until 2030 for those records where funding from the European Social Fund (ESF) has been received by the College or the Education & Skills Funding Agency (ESFA).
2014 to 2020 European Social Fund (ESF) programme regarding student enrolment, attendance and achievement data	Legal obligation	Subcontracting, Apprenticeships Business and Community	31 Dec 2030
Additional Learning Support data, including Education Health and Care Plan documentation	SEND Code of Practice	Additional Learning Support	7 years
Financial data	HMRC requirement	Finance	7 years
Student support data on Children in Care, Care Leavers and Young Unaccompanied Asylum Seekers	Legal obligation	Student Support Services	Indefinitely
CCTV images	For safeguarding and crime prevention/investigation	Estates	Up to 30 days
ProMonitor - To record participation, disciplinaries and interventions	Safeguarding and duty of care	Quality	8 years
Safeguarding concerns	Legal obligation	Student Support Services/Quality	Duration of the investigation and indefinitely, if legally

			required
Student trips information, including medical and passport.	Limited period for personal injury claims and safeguarding	Curriculum	Duration of the trip for emergency contact details
Records and reports of accidents	Limited period for personal injury claims	Health and Safety	3 years