

Selby College Student Privacy Notice

What we need

Selby College will be what's known as the 'Controller' of the personal data you provide to us. The categories of pupil information that we collect, hold and share with government agencies include

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, relevant medical information, special needs information, behaviour record and sex-related data
- Photo for identification purposes at the college
- Financial information

Why we need it

- to communication with you
- to support your learning
- to monitor and report on your progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to obtain government funding for your course
- to help provide a safe and secure environment for your learning
- Ability to provide College trips
- to provide bursaries or other subsidies

We will not collect any personal data from you we do not need in order to provide and oversee these services to you.

How we collect it.

The college collects personal data from you during your application and enrolment process. Then throughout your study at the college.

What we do with it

All the personal data we process is processed and held by our staff here at the college.

No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

More information on this framework can be found in the college's GDPR Policy.

How long we keep it

We hold student data up to 20 years for ESFA contractual purposes, 10 years (minimum for providing references), 14 years for activities associated with European Social Funding (from the start of course). After which time it will be destroyed. We don't store any information about you outside of the UK.

Why we share student information.

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) & on a statutory basis. This data sharing underpins the college's funding and educational attainment policy and monitoring.

We release to the press exam results and they are usually published alphabetically.

The lawful basis on which we use this information

We collect and use student information under Article 6(1)(b) – contract and Article 9(2)(d) - legitimate activities of the GDPR (General Data Protection Regulation)

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

You can make a subject access request, a form for which is in the college's GDPR policy on SharePoint, and this is the right to be informed.

Where information has been collected under the Article 6(1)(b) Consent you have the right to withdraw consent at any time.

You have other additional rights under GDPR about your data including the right of restrictions on processing, transfer of data, object to the use of and auto-decisions making such as profiling.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our Data Protection Officer is Michael Pilling and you can contact at info@selby.ac.uk.