



Privacy Notice: Parents

Huddersfield New College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

The categories of parent information that we process

'Parent' is defined as any adult with legal responsibility for an individual applicant or student. (This may include carers, guardians, the local authority).

As the data controller the Personal data that we may collect, use, store and share (where appropriate) about parents includes, but is not restricted to:

- Identification information (such as name, address, gender and relationship / marital status);
- contact details (such as email address and telephone numbers);
- your relationship to your child, including any Court Orders that may be in place;
- financial details (such as bank account or credit card details) and other financial details such as eligibility for free school meals or other financial assistance;
- CCTV footage and images obtained when you attend college;
- any relevant safeguarding information (such as professional involvement).

This data is initially sourced from parents/carers as part of the application process that takes place when an application for a student place at the college is made.

Sometimes the information we collect is more sensitive such as information about health and medical needs or safeguarding information. We call this "special category personal data". Special category personal data relates to information concerning health, genetics, biometrics (where used for identification purposes) racial or ethnic origin, political opinions, sexual orientation, sexual life and religious beliefs.

Some examples of special category personal data the College collects about parents are as follows:

- information about your race or ethnic background;
- information about your sexual orientation;
- medical and health information, for example if we need to be aware of this in order to offer pastoral care or safeguard your child;
- very occasionally we collect and use information about criminal records and offences but only where the law allows us to do this

Why do we collect and use parent information?

We collect and use parent information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for compliance with a legal obligation (Article 6 (c));
- c. where processing is necessary to protect the vital interests of the data subject or another

person (Article 6(d));

d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

In most cases, we anticipate that we will use parent personal data for the following legal reasons:

Legal Reason: To comply with our legal obligations, for example:

- provide reports and other information required by law in relation to the performance of your child;
- raise or address any concerns about safeguarding;
- supply Government agencies including the police where required by law;
- confirm your identity;
- confirm your child's eligibility for a place at HNC;
- safeguard you, our students and other individuals.

Legal Reason: As a public authority, HNC needs to process parent personal data in order to comply with its statutory functions of operating and managing the college within it and to provide education (public task):

- provide or obtain additional services/funding including advice and/or support for your family;
- obtain relevant funding for the College;
- communicate matters relating to the College to you;
- communicate details of events and opportunities for students provided in the wider community
- enable payments to be made by you to the college;
- process complaints or carrying out an investigation;
- to keep students safe and secure including through the use of our CCTV system;
- aid in the prevention and detection of crime on our college site.

Legal reason: Where we need to protect someone's vital interests:

There may be very rare occasions when we need to use parent personal data to protect your or another person's vital interests. For example, where someone is seriously injured and we need to share personal information with a medical professional in an emergency.

Legal Reason: Where we need consent:

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests or those of your child, and where it is not possible to seek your consent.

Please note that where the personal data we collect about parents / carers is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, where we respect the

essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

How we collect parent information

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child applies to join the college, and when you attend HNC (including through our visitor log and captured by our CCTV system). We may also obtain information about you from other sources. This might include information from the local authorities, and other professionals or bodies.

Storing applicant and student data (Retention period - how long is data held for)

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of data.

The following timescales all commence two years after the end date of the academic year in which they apply to be a student.

- Parent personal information and characteristics 2 years
- Safeguarding information 2 years

If your child enrolls at HNC, the following timescales will commence from the date your child completes their education at HNC as whilst they are a current student, we will hold this information:

- Parent personal information and characteristics 3 years
- Safeguarding information 8 years (or until your child is 25)

Sharing of parent information

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

Before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

Where it is legally required, or necessary (and it complies with data protection law) we may share parent information with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes;
- The Department for Education and / or the Education and Skills Funding Agency, in compliance with legal obligations of the College to provide information about students and parents as part of statutory data collections;
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as providers of the college's software systems (such as information management systems, trips and visits systems and safeguarding systems), travel

companies, payment processing providers to enable payments to be made by you to the college; communications will include emails and text messaging

- External support services where they are asked to work with your child;
- Independent reviewers where you as a parent makes a complaint;
- The Police.

Please note that we will not pass your information to third parties for direct marketing purposes. The Department for Education (DfE) may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>. Contact details for the DfE can be found at <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation students have the right to request access to information about them that we hold. To make a request for this, please email studentservices@huddnewcoll.ac.uk who will process the request in partnership with Huddersfield New College's Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- make a subject data access request (please see link on website)

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

Contact:

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

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| • Data Protection Officer: | Claire Coupland |
| • Email address: | c.coupland@huddnewcoll.ac.uk |
| • Telephone number: | 01484 652341 |

Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law