

This privacy notice will be subject to regular review and will be updated to reflect changes in the collection or use of personal information.

### **How we use your personal information**

Your information will be held by The Sixth Form College Farnborough as part of The Prospect Trust. This privacy notice explains how we collect, use and process your personal data. This includes data you provide and data we acquire by an applicant/student listing you as a named contact.

For the purposes of this document we will refer to an applicant or student who lists you as a named contact as the 'student'.

Your privacy is important to us and we are committed to protecting and safeguarding your data privacy rights.

Students will be issued with a separate privacy notice which you may wish to read.

### **Why we collect personal data**

We use personal information:

- to support student applications;
- to support student learning;
- to keep parents/guardians informed of information and matters relating to student education;
- to monitor and report on student progress;
- to provide access to Parent Portal;
- to safeguard students' welfare and provide appropriate pastoral and medical care;
- to administer payments to the College;
- to administer Gift Aid donations;
- to administer the bursary;
- to facilitate consultation evening event booking and management;
- to assess the quality of our services; and
- for the administration of enquiries and complaints.

### **Legal basis for processing**

Data protection law allows us to collect and process personal data if we have a lawful basis to do so. We consider the processing of your personal data to be either necessary for the performance of tasks we carry out in the public interest (e.g. education) or, in the case of emergency contact,

in the vital interests of the student. If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this consent at any time through Parent Portal or by contacting the Registry.

### Categories of personal data

The categories of personal data that we collect and process are listed below.

Category of Data	Description
Contact	Your title and name, where you live, and how to contact you.
Parent Portal	Your username and password to access Parent Portal.
Financial	Data needed to make/receive payments and record transactions.
Bursary	Income and income support (if applying for bursary).
Consent	Your consent preferences where applicable.
Student Administration	Correspondence and any other information you provide.

### Where we collect personal data from

The data we collect and process is provided by students through the application and enrolment processes and by you through:

- Parent Portal;
- financial transactions with the College;
- Gift Aid donations; and
- correspondence with the College.

### Who we share your personal data with

We may share your personal data within the Prospect Trust and with the following:

- financial service providers;
- HMRC;
- School Cloud Systems; and
- confidential waste disposal companies.

### How we use your data to make automated decisions

We do not use your data to make automated decisions.

### How we use your data for profiling

We do not use your data for profiling.

### Sending data outside of the EEA

We do not send your data outside of the EEA.

### **If you choose not to give personal data**

If you choose not to give us necessary personal data it could mean that we are unable to provide you with information relating to your son or daughter's education.

### **How we safeguard your personal data**

We care about protecting your data. That's why we have in place a range of appropriate technical and organisational measures that are designed to prevent unauthorised access to, and misuse of, your personal data. These include measures to deal with any suspected data breach.

If you suspect any misuse of, loss of or unauthorised access to your personal data please let us know immediately.

### **How long we keep your personal data**

We will keep your data for as long as the student attends The Sixth Form College Farnborough and wishes to have you as a named contact.

Your data constitutes part of the student record. Student records will be destroyed once the retention period has expired. The retention schedule is published as part of our Data Protection Policy. Paper records will be securely destroyed onsite or via a confidential waste disposal company.

### **What rights you have over your personal data**

The law gives you a number of rights in relation to your personal data including:

- the right to access the personal information we have about you;
- the right to get us to correct personal data that is wrong or incomplete;
- in certain circumstances, the right to ask us to stop using or delete your personal data; and
- the right to receive your personal data in an easily re-usable format when it's processed on certain grounds, such as consent or for contractual reasons. You can also ask us to pass this information on to another organisation.

You can object to us keeping or using your personal data. This is known as the 'right to object'.

You can also ask us to delete, remove or stop using your personal data if there is no need for us to keep it. This is known as the 'right to erasure' or the 'right to be forgotten'. In some situations we may be able to restrict the use of your data.

There may be legal or other official reasons why we need to keep or use your data but please tell us if you think that we should not be using it.

Further information about your rights can be found on the ICO website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>.

### **Letting us know if your personal data is incorrect**

You will need to tell us if your personal information changes, for example your name or contact details. Most of your information will be visible through Parent Portal. Some of it can be amended through the Portal, otherwise changes must be reported to Registry.

### **How to get a copy of your personal data**

You have the right to ask us to confirm what data we hold about you at any time: this is known as a subject access request. Please note that parents and guardians are not entitled to make a subject access request for data relating to their son or daughter as they exceed the age of 12.

If we provide you with access to the data we hold about you, we will not charge you for this unless your request is considered manifestly unfounded or excessive. Where we are legally permitted to do so, we may refuse your request but we will always tell you the reasons for doing so.

You can make a subject access request by contacting the Data Protection Officer: [dpo@farnborough.ac.uk](mailto:dpo@farnborough.ac.uk).

### **How to complain**

Please let us know if you are unhappy with how we have used your personal data. Complaints should be made to the Data Protection Officer: [dpo@farnborough.ac.uk](mailto:dpo@farnborough.ac.uk).

You have the right to lodge a complaint with the Information Commissioner's Office.