



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

PRIVACY NOTICE FOR LEARNERS AND PARENTS

This document should be read in conjunction with the GDPR policy available at www.bodenscollege.co.uk

The categories of information that we process include

- Personal identifiers and contacts (such as name, date of birth unique learner number, contact details and address)
- Characteristics (such as ethnicity, language, disability and free school meal eligibility)
- Information on your residency status with evidence such as your passport, birth certificate and / or your national insurance number
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs and information on disabilities and protected characteristics including but not limited to: education, health and care plans (EHCPs), statements and form 8s for access arrangements
- Medical information (such as allergies, medication and dietary requirements)
- Attendance and punctuality data (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Prior attainment information such as your achievements in GCSEs or other qualifications
- Assessment and attainment information
- Behavioural information (such as exclusions and any relevant support put in place)
- Your image, audio and video (for ID cards, creative projects, assessment and marketing purposes)
- Information from police, youth offending teams or other similar agencies
- Your CV in order to support applications for work experience or employment
- Parent / carer information to facilitate learner support and to assess eligibility for free school meals and other financial support

Why we collect and use learner information

- To support learning and progression and to monitor and report on learner progress
- To assess risk and to provide appropriate support, guidance and pastoral care
- To keep learners safe (e.g. food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for ESFA data collections and for funding
- To assess suitability for the programme and provide appropriate information, advice and guidance on other suitable courses
- To check eligibility for free school meals and the college bursary scheme and then to make payments
- For assessment purposes, to register learners with awarding bodies and claim certificates upon qualification completion

- To support learners with work placement, employment or opportunities with employers
- For the purpose of providing references for you for further education or employment
- For statistical tracking and monitoring of our performance and to assess the quality of our services
- To market and promote our courses and services
- To contact parents / carers for the purpose of supporting learner progress
- To support learners with learning difficulties or disabilities
- For the purposes of receiving funding for your programme of study
- To support learners with learning difficulties or disabilities during lessons and exams

The lawful basis on which we use this information

The lawful basis on which we collect and use your information is “legitimate interest”. This is because we will be using your data in ways you would reasonably expect and which have a minimal privacy impact.

How we collect learner information

- Application and enrolment forms either online or paper based
- Electronically, in person or on the telephone
- At careers events, open evenings or during enrolment and induction
- From previous education settings or other support agencies

Learner data is essential for the college's operational use. Whilst the majority of learner information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain learner information to us or if you have a choice in this.

How we store learner data

We hold learner data securely for up to 7 years in line with funding body and awarding body requirements

Who we share learner information with externally

- Further or higher education settings, training providers that learners may attend after leaving us
- Employers that may offer work experience or employment opportunities during or after studying with us
- Local authorities
- Appropriate support services such as social workers, personal advisors, youth offending team workers, the multi-agency safeguarding hub (MASH) or the metropolitan police
- The Education and Skills Funding Agency (ESFA)
- Other funding organisations or lead contractors

Why we share learner information

- For the purposes of supporting learning
- For the purposes of supporting progression on leaving us

- If we have concerns about your wellbeing or safety
- For the purposes of receiving funding for your programme of study

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

Requesting access to your personal data

Under data protection legislation, parents and learners have the right to request access to information about them that we hold. To make a request please contact katie@bodens.co.uk

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; and
- Seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance using our complaints procedure available at www.bodenscollege.co.uk

You can also raise concerns directly with the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>

Education and Skills Funding Agency (ESFA)

The Education and Skills Funding Agency (ESFA) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our learners with the ESFA either directly or via our local authority for the purpose of those data collections. You can find the ESFA privacy notice here:

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education/privacy-information-key-stage-4-and-5-and-adult-education>

If you would like to discuss anything in this privacy notice, please contact: katie@bodens.co.uk

Last updated	Next review	Person responsible
October 2023	October 2024	KM