

# RUNSHAW COLLEGE

**DOCUMENT TITLE: Privacy Notice – Parents/Guardians/Contacts**

**APPROVED BY:** SMT Ops

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**DOCUMENT OWNER:**  
Data Protection Officer

**POSITION:** Head of IT Services

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## 1 Introduction

- 1.1 Runshaw College values the rights and privacy of all staff, students, parents/guardians, volunteers, contractors, suppliers, consultants and visitors who are directly affected by its activities or sites.
- 1.2 This privacy notice sets out how the College may collect and use the personal information collected from or relating to parents/guardians/contacts.
- 1.3 In accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018, the College aims to:
  - Be open with people about how we use their information.
  - Keep information no longer than is necessary.
  - Make sure information is accurate.
  - Ensure that information is held, and processed securely.
  - Understand the information it holds, and what can be done with it (such as sharing)
  - Recognise a Data Breach and handle it accordingly.

## 2 Categories of Personal Information

- 2.1 The college may collect or acquire information relating to parents/guardians/contacts, roughly categorized as:
  - Personal Information (such as name, date of birth, address).
  - Service Usage (such as internet history, browser cookies, trips & visits booking, purchases).
  - Likeness/Biometric Information (such as identifiable CCTV images and Visitor Pass photos).

## 3 Why We Collect and Use Information

- 3.1 Parents/Guardians/Contacts
  - To support teaching and learning.
  - To monitor and report on progress and engagement.
  - To provide appropriate pastoral care.
  - To contact in case of emergencies.

- For financial queries & transactions.

#### **4 The Lawful Basis for Which We Carry Out Processing**

4.1 A number of key legislative and regulatory requirements mandate our collection of data. We collect and use student information under the provisions of:

- The Education Act 1992.
- The Education Act 2002.
- The Education and Skills Act 2008.
- The Education (Fees and Awards) (England) Regulations 2007.
- The Education (Student Loans) Regulations 2007.
- The Disability Discrimination Act 1995.
- The Equality Act 2010.
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (2013).
- The Children and Families Act 2014.
- The Safeguarding Vulnerable Groups Act 2006
- The Children and Social Work Act 2017

The above list is not exhaustive.

4.2 The majority of data is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform parents/guardians/contacts whether they are required to provide certain information or whether there is choice.

4.3 The General Data Protection Regulation sets forth a number of legal basis' for processing personal information.

4.4 The College will process Personal Information under a number of these grounds:

- Consent (Art. 6.1.a).
- Performance of a contract (Art. 6.1.b).
- To comply with a legal obligation (Art. 6.1.c).
- Performing tasks carried out in the public interest (Art. 6.1.e).
- Performing tasks within the legitimate interests of the college (Art. 6.1.f).

4.5 In addition, the College will process Sensitive/Special Categories of Information where:

- Consent has been given (Art. 9.1.a).
- Tasks are performed for reasons of public interest (Art. 9.1.g).

4.6 The College recognises that a number of the grounds set forth in 4.4 and 4.5 will overlap, and we may rely on multiple grounds to justify lawful processing.

#### **5 Legitimate Interests for the Processing of Personal Information**

5.1 In some circumstances, the College will process Parents personal information for the purposes of its legitimate interests.

5.2 The College's Legitimate Interests necessitate processing for:

- The Safety and Security of the College, its Staff, Students and Visitors.
- Information Security.

#### **6 Sources of Personal Information**

6.1 Parents Information will either be collected directly from their Son/Daughter/Ward during Application, Enrolment or whilst the Student is on programme.

6.2 Parents may also sign up directly to the Communications Portal, after which authorization will be sought from their Son/Daughter/Ward in order to share information.

## **7 Failure to Provide Information**

7.1 Parents who have not provided their Personal Information may not receive correspondence from the College in relation to their Son/Daughter/Ward.

## **8 Storing Information**

8.1 Normally we hold student information for Six Years following the end of the academic year in which a student's studies are completed, this may include details of parents/guardians/contacts.

8.2 Where we engage in the delivery of provision part funded by the European Social Fund, we are mandated to keep information for Twenty Years following the end of the academic year in which a student's studies are completed.

8.3 Should a student return to study during the relevant period, their record will be continued and erasure will take place as per the appropriate timescale following the conclusion of their latest studies.

8.4 In certain circumstances, the College may be required to keep full or partial Student records in order to meet its safeguarding obligations. If this is the case, information will be kept for up to Twelve Years following the end of the academic year in which the student's studies are completed.

## **9 Retention of Information**

9.1 In line with Funding Agency requirements and supporting legislation, Student records will be kept for a period of either Six Years (ESFA) or Twenty Years (ESF) following the final year of study.

9.2 Parents information will be retained until this point in time.

## **10 Security**

10.1 The security of the College's systems which process and store data are regularly reviewed in accordance with the requirements set out in the Information Security Policy. This can be found at:

<https://www.runshaw.ac.uk/college-policies/>

## **11 Who We Share Student Information With**

11.1 The College may share parent/guardian/contact information with:

- Students.
- Our Local Authority (Lancashire County Council).
- Student's Local Authorities (If different to ours).
- The Department for Education (DfE).
- The Department for Work and Pensions (DWP).
- The Education and Skills Funding Agency (ESFA).
- Higher Education Funding Council England (HEFCE).
- The University and Colleges Admissions Service (UCAS).

- Awarding Bodies for Qualifications
- Other Education Providers (e.g. Universities) – References
- Employers – References/Work Experience

## **12 Why We Share Information**

- 12.1 We do not share information about our students or their parents/guardians/contacts with anyone without consent, unless the law or our policies allow us to do so.
- 12.2 We share students' data with the Education and Skills Funding Agency and the Higher Education Funding Council on a statutory basis. This data sharing underpins our funding and monitoring.
- 12.3 We are required to share information about our students' parents/guardians/contacts with our local authority in order for them to carry out their statutory duty regarding the participation of young people in education or training.

## **13 Withdrawing Consent**

- 13.1 Where information has been provided on the basis of consent, you have the right to withdraw that consent.
- 13.2 Parents wishing to withdraw consent should consult the Programme Office or their Son/Daughter/Ward's Pastoral Mentor who will direct the request to the relevant team.
- 13.3 In all other instances those wishing to withdraw their consent should contact the Data Protection Officer, whose details can be found below.

## **14 Third Country Transfers**

- 14.1 The College does not normally transfer your personal information to third-countries, however should the need arise for this to take place we will endeavor to inform you along with information related to safeguards in place.

## **15 Data Controller**

- 15.1 The Data Controller for information we process is Runshaw College unless otherwise stated.
- 15.2 Our postal address is:

Runshaw College  
Langdale Road  
Leyland  
PR25 3DQ

## **16 Questions or Concerns about Personal Data**

- 16.1 If you have any questions or concerns about the College's collection, use, or disclosure of personal information, please email the College's Data Protection Officer:

[DataProtectionOfficer@runshaw.ac.uk](mailto:DataProtectionOfficer@runshaw.ac.uk)

- 16.2 You can also contact the College's Data Protection Officer by writing to:

The Data Protection Officer  
Runshaw College  
Chorley Campus  
Euxton Lane  
Chorley

PR7 6AQ

## **17 Data Protection Policy**

17.1 Further information regarding the College's use of student information can be found by reviewing the Data Protection Policy.

17.2 The College's Data Protection Policy can be found at:

<https://www.runshaw.ac.uk/college-policies/>

## **18 Your Rights**

18.1 Under the General Data Protection Regulation, parents/guardians/contacts have under certain circumstances a number of rights.

18.2 Parents/guardians/contacts may have the right to:

- Access information held about them by the College.
- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purposes of direct marketing.
- Object to decisions being taken by automated means.
- Have inaccurate data rectified, blocked, erased or destroyed.
- Claim compensation to damages caused by a breach of the General Data Protection Regulation.

18.3 In order to exercise your rights regarding personal information, please contact the College's Data Protection Officer using the details found above.

## **19 Complaints**

19.1 If you have a complaint about the way the College is collecting or using personal data, we request that you raise your concern with the College's Data Protection Officer in the first instance.

19.2 Alternatively, you may follow the guidance available in the Complaints Policy which can be found by visiting:

<https://www.runshaw.ac.uk/college-policies/>

19.3 Alternatively, you can contact the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

## **20 Data Collection Requirements**

20.1 To find out more about the data collection requirements placed on us by the Education and Skills Funding Agency, please visit:

<https://www.gov.uk/government/publications/advice-individualised-learner-record-ilr-returns>

20.2 The Education and Skills Funding Agency publish a privacy notice which can be found by visiting:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

## **21 Children**

21.1 The college does not knowingly solicit information from children under the age of 13 or send them requests for personal information.

## **22 Changes to This Privacy Notice**

- 22.1 From time to time, the College may review the contents of this Privacy Notice. The latest version of this Privacy Notice should always be found by visiting:

<https://www.runshaw.ac.uk/college-policies/>

## **23 Related Policies**

Data Protection Policy  
Information Security Policy  
Archive and Retention Policy  
Privacy Notice - Staff

## Document Control

### Document Identifier

TBC

### Distribution List

Name	Title	School/Function
Alex Harding	Data Protection Officer	IT Services
GDPR-Working Group		Functions
SMT-Facilities		SMT

### Version History

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0.1	IM-17270	18/08/2018	Alex Harding	Initial draft.
0.2	IM-17270	14/10/2018	Alex Harding	Amendments.
1.0	IM-17270	15/10/2018	Alex Harding	Final version.
2.0	DP-284	04/05/2020	Alex Harding	Updates following Auditor Comments.
2.1	IM-55020	23/02/2021	Alex Harding	Resubmission to SMT
2.1	IM-55020	05/03/2021	Alex Harding	Approved by SMT at Ops