



## St. David's Catholic Sixth Form College Privacy Notice for Applicants/Legal Parents and Guardians

### Introduction

To meet the requirements of the Data Protection Act 2018 and General Data Protection Regulation (GDPR), schools and colleges are required to issue a Privacy Notice to applicants/legal parents and guardians summarising the information held on record about children and young people, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of applicant's personal information by St. David's Catholic Sixth Form College (hereby referred to as St. David's).

### The legal basis on which we use your personal data

Generally, the information is processed as part of our public interest task of providing the best information and guidance to you and matching to the most appropriate course offered by St David's. Where special category personal information (e.g. medical information) we will process it because there is a substantial public interest to do so.

If the legal basis for processing varies from the above it will be specified below.

### How we transfer your personal information outside Europe.

We do not share or transfer your personal data outside Europe.

### How your data will be used

St. David's processes your data on behalf of the Welsh Government, and to administer to ensure appropriate guidance and support. For example:

- to administer the enquiry and application process;
- to provide information about open events and other information directly related to your enquiry or application.
- to provide you with the most appropriate advice and guidance, and to match you to the course which best suits your needs.
- assess and improve the quality of our services
- the planning and management of the school/college

- to satisfy legal obligations, including equal opportunities, safeguarding and equal opportunities
- to disclose information to external parties for safeguarding and duty of care purposes (medical practitioners and law enforcement agencies)

### Where do we collect data from?

St. David's collects information about its students, and their parents or legal guardians during the application / enrolment process. However, some information such as previous qualifications / support requirements may be collected from other organisations such as your previous school.

### What information do we collect?

St. David's only collects data as required to fulfil our guidance and support obligations. We collect the following information:

- legal parent/guardian contact details
- mobile phone number
- email address
- details about children and young people's immigration status
- a form of identification
- first language
- assessment/educational information
- studentship information
- record of interview notes and any advice given and offers made and your response to offers
- personal preferences and interests
- information captured on security systems including CCTV, Body Worn Video (BWV) and door access systems

As well as the above, St. David's records the following special category data:

- religion
- racial and ethnic origin
- health information

And special category information required in relation to:

- information on any Additional Learning Needs (formerly Special Educational Needs)
- information about the involvement of social services with individual children and young people where this is needed for the care of the learner
- medical information needed to keep children and young people safe while in the care of St. David's
- information provided to college safeguarding and wellbeing officers, needed to keep children and young people safe whilst in the care of St. David's
- Unspent criminal convictions or criminal convictions which are relevant to safeguarding or the safety of others.

### Marketing

For marketing purposes we will collect your name, date of birth, current school, email, phone number, subject choices, achievements, current destination plans, photographs and videos.

With consent or legitimate interest we will process your information in college marketing campaigns e.g. advertisements, website and college social media accounts. To show courses or facilities and provide a general idea of what it might be like to study at St David's or to inform you about learning and wider engagements opportunities e.g. open events.

You are able to withdraw your consent, and email communications provide you with the ability to unsubscribe from marketing. In addition, you are able to utilise your right to object where legitimate interest is the lawful basis for marketing purposes. Please email [DataProtection@stdavidscollege.ac.uk](mailto:DataProtection@stdavidscollege.ac.uk) for more information on accessing your rights.

We will retain your information in line with St David's Record Retention Schedule.

### Use of surveillance Systems

The College operates a surveillance system across its estate, including CCTV, Body Worn Video used by authorised staff and ANPR for managing car park and vehicle access under the lawful basis of Public Task and, in limited circumstances, legitimate interest. Where special category data or criminal offence data is processed it is under the grounds of substantial public interest for preventing or detecting unlawful acts, protecting the public, safeguarding of children and individuals at risk. These systems are used for the following purposes:

- For the safety and security of staff, students, visitors, contractors and other individuals who enter the College's premises.
- For the security and protection of College buildings, vehicles, equipment and other assets.
- For the prevention, reduction, detection and investigation of incidents of crime.
- To assist in the investigation of suspected breaches of the College's policies, procedures, regulations and codes of conduct.
- To monitor and manage vehicle access, traffic flow and delivery incidents.

Surveillance data may be shared with authorised internal staff where necessary for one of the purposes listed above. Data may also be shared with external organisations such as the Police, emergency services, insurers or legal representatives but only where the law permits and only the minimum necessary data will be disclosed.

All surveillance systems are operated in accordance with the College's Surveillance System Policy and Procedures, UK GDPR and Data Protection Act 2018. Recorded footage is retained in line with the College's Record Retention Schedule.

### Organisations with which we may share personal information

Information held by St. David's may also be shared with other organisations when the law allows and providing all appropriate steps are taken to keep the information secure, for example:

- other education and training bodies such as your previous school
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;
- other parties, if required by law in connection with any legal proceedings

- Careers Wales
- the Learner Registration Service for the collection of Unique Learner Numbers (ULN)
- police or security agencies for safeguarding and duty of care purposes
- UK Border Agency (where appropriate)

In all instances, the minimum information possible is always shared with external agencies.

## Security

St. David's, the Local Authority and Welsh Government place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security. We will endeavour to ensure that information is kept accurate at all times and processed in accordance with our legal requirements.

All St. David's staff have had compulsory training on the GDPR and their responsibilities in ensuring compliance.

## Retention Schedule

St. David's will only hold your personal data for an appropriate amount of time. Please refer to the college Record Retention Schedule for more information.

## Your Rights

The GDPR and Data Protection laws give individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- the right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld (right to access);
- to rectify inaccuracies in the personal data that we hold about you (right to rectification);
- to be forgotten – your details to be removed from systems that we use to process your personal data (in certain circumstances) (right to erasure);
- the right, in some circumstances, to prevent the processing of personal information (right to restrict processing);
- to obtain a copy of your personal data in a commonly used electronic form (right to data portability);
- to object to certain processing of your personal data by us

To enquire about your rights, or request a right, you can email:

[DataProtection@stdavidscollege.ac.uk](mailto:DataProtection@stdavidscollege.ac.uk)

Please note this does not prejudice your right to access a right through alternative methods.

You also have the right to ask the Information Commissioner's Office (ICO), who enforces and oversees the UK GDPR and the Data Protection Act, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities.

## Data Protection Complaints

If you have concerns about how the College has collected, used, shared, stored or otherwise processed your personal data, we encourage you to contact us in the first instance so that we can investigate and, where appropriate, resolve the matter.

Data protection complaints can be submitted by email to [dataprotection@stdavidscollege.ac.uk](mailto:dataprotection@stdavidscollege.ac.uk). Whilst this is our preferred contact method, complaints may be raised through other reasonable communication channels and will not be rejected solely because they have been submitted by a different route.

Further information about how the College handles data protection complaints is available in our Data Protection Complaints Procedures.

You also have the right to raise concerns with the Information Commissioner's Office (ICO) at any time. Information about how to make a complaint to the ICO is available at [Make a complaint | ICO](#).

## Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 2018 and General Data Protection Regulation, you should contact:

- St. David's Catholic Sixth Form College, Ty Gwyn Rd, Penylan, Cardiff, CF23 5QD. Tel: 02920498555. Email: [dataprotection@stdavidscollege.ac.uk](mailto:dataprotection@stdavidscollege.ac.uk)
- The Information Commissioner's Office help line 0330 414 6421 (Wales helpline) or 0303 123 1113 (UK helpline)
- information is also available from [www.ico.gov.uk](http://www.ico.gov.uk)

## Notifications of changes

If any amendments are made to this privacy notice, you will be notified accordingly. The latest version of the privacy notice will be available on the college website - [www.stdavidscollege.ac.uk](http://www.stdavidscollege.ac.uk)