



St David's
Coleg Catholig Dewi Sant
Catholic Sixth Form College

St. David's Catholic Sixth Form College Privacy Notice for Domestic Students/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 students/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 children or young people's personal and performance 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 education to you. 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 the education it provides to children and young people. For example:

- the provision of educational services to individuals
- monitoring and reporting on pupil's/children's educational progress
- the provision of appropriate welfare, pastoral care and health services
- the giving of support and guidance to children and young people, their parents and legal guardians
- the organisation of educational events and trips
- the planning and management of the school/college
- to aid teaching and learning

- provide accurate assessment, and to monitor and report on progress
- 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)
- to inform destination statistics (employment / further education)
- to identify plagiarism
- to provide references to employers or higher education institutions
- to assist in the development of St. David's College teaching staff
- Student Assistance Programme service

The Wisdom Assistance Programme service

The Wisdom support app is a separate service offered to students of St David's Catholic College. Wisdom provides a confidential service and the information you discussed via their app is not routinely provided to the College unless your health, wellbeing or welfare is judged to be at imminent risk. In these circumstances and where the support worker thinks you need additional support, they will seek your consent to share your name and information about their concerns with the safeguarding and wellbeing team within the College so that they can provide you with further help. In some circumstances, where you are not able to provide consent or where you refuse consent, Wisdom may still decide to share relevant information with the College where it is necessary to protect your or another person's vital interests. This approach is consistent with the College's Safeguarding Policy which you signed up to at registration.

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. St. David's also collects information at other key times during the academic year and may receive information from other organisations including:

- Other educational establishments
- Learner Registration Service
- Examination Boards
- Disclosure and Barring service (where required by the programme of study)
- Welsh Government
- Cardiff Local Authority
- From the learner, when they disclose personal data when accessing college services (e.g. counselling, Student Assistance Program Health Assured careers advice).

What information do we collect?

St. David's only collects data as required to fulfil our educational delivery and support obligations. As well as the information provided to the Welsh Government (please see the section entitled Lifelong Learning Wales Record (LLWR) Privacy notice), 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
- finance/banking information (where necessary)
- personal preferences and interests
- information captured on security systems including CCTV, Body Worn Video (BWV) and door access systems
- information on websites you have accessed whilst using the college systems (including wifi)
- photographs/videos
- car registration, make and model where you are using the onsite parking facilities

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

Marketing

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

With consent or legitimate interest we will process your information in college marketing campaigns e.g. advertisements, prospectuses, website, college social media accounts and general displays around the college. 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 for more information on accessing your rights.

We may share your information with our third-party print providers. In all instances the minimal amount of information is shared.

Marketing 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, including schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities
- 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;
- the Colleges approved suppliers of the schools 'cashless' system to ensure all pupils, parents & guardians with parental responsibility and school staff are able to use it as appropriate;
- the Central South Consortium Joint Education System (CSCJES) to support regional statistical analysis as required by Welsh Government;
- various regulatory bodies, such as ombudsmen and inspection authorities (ESTYN), where the law requires that information be passed on so that they can do their work;
- the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics
- awarding bodies such as the WJEC or Pearson
- other parties, if required by law in connection with any legal proceedings
- higher education institutions & Universities and Colleges Admissions Service (UCAS)
- Careers Wales

- the Learner Registration Service for the collection of Unique Learner Numbers (ULN)
- Wales Essential Skills Toolkit (WEST)
- Student Finance Wales for the processing and payment of EMA
- police or security agencies for safeguarding and duty of care purposes
- internal and external auditors
- UK Border Agency (where appropriate)
- Wisdom Student Assistance Programme service
- employers for the purposes of completing job reference requests
- suppliers of college or subject specific software, to enable access to external systems

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

Parents and Guardians

As per GDPR regulations, learners over the age of 16 may give consent for the processing of their personal information without input from legal parents or guardians. St. David's believes that a close relationship between the College, learners and legal parents or guardians is beneficial to the successful completion of the programme of study and as such will contact legal parents or guardians over concerns about a learner's studentship.

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

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. 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
- Welsh Government's Data Protection Officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ; email Data.ProtectionOfficer@gov.wales
- 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

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

Welsh Government / Lifelong Learning Wales (LLWR) Privacy notice

Introduction

The learning programme you are about to enrol on is funded by the Welsh Government (WG).

Your participation in the programme is dependent on you providing personal data. The legal basis we rely on to process your personal data is article 6(1)(e) of the UK General Data Protection Regulation. This allows us to meet our legal duties and administer and monitor the funding we provide. Where you provide special category information, such as ethnicity, this will be processed, for reasons of substantial public interest (under Article 9(2)(g) and statistical purposes (under Article 9(2)(j)). A full list of special category data can be found in Part two / full version of the privacy notice.

The Welsh Government will be the data controller for the personal information you provide from 1 August 2024 until 1 April 2025. Welsh Government will collect data for itself and on behalf of a new arm's length body called Medr (the name for Wales' Commission for Tertiary Education and Research). Medr will process data relating to apprenticeships, further education, and adult community learning on behalf of Welsh Government. As your programme is Welsh Government funded, you may be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate to verify eligibility.

What will the Welsh Government and Medr use your information for?

The Welsh Government and Medr will use your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).

Additionally, your data will be used in official statistics and research about post-16 learning, including how health and individual circumstances affect the educational outcomes of learners in Wales. Our official statistic reports give an overall picture of learners in Wales, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners' gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications.

As part of the new Jobs Growth Wales Plus (JGW+) employment strand, data will be used to determine Welsh Government wage rate subsidy payments whilst during the period of employment, to ensure the correct wage is being paid for the participant. Employer data will also be used to support, monitor and determine the destination of those participants through employment.

Research organisations will also use post-16 learner data to evaluate Welsh education policies and programmes. As part of these evaluations, they may also conduct optional learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future Welsh Government policy development.

In order for the Welsh Government to evaluate the impact of its programmes on certain groups of learners, we will link your data with other educational records we hold, such as the Pupil Level Annual Schools Census, Welsh Examinations Database and Higher Education Statistics Authority. We use this linked data to help us understand the progress and outcomes of learners in Wales, to inform our research, performance measures and statistical publications. We may also share this linked data with researchers and with our partners, including Estyn and Qualifications Wales, to help them carry out

their own data analysis to inform inspections and reviews. Individual learners cannot be identified in the linked data we share with our partners.

A more detailed list of how your data is used can be found using this link: [gov.wales/lifelong learning wales record privacy notice](https://gov.wales/lifelong-learning-wales-record-privacy-notice)(opens new window)

Who the Welsh Government shares your data with and why

Please go to the following link: [gov.wales/lifelong learning wales record privacy notice](https://gov.wales/lifelong-learning-wales-record-privacy-notice)(opens new window) for the part two / full version of the privacy notice for a complete explanation of who we share your data with and why.

Your rights and choices under the UK General Data Protection Regulations (UK GDPR) include:

- access to the personal data the Welsh Government holds on you;
- requiring the Welsh Government to rectify inaccuracies in that data;
- objecting to processing on grounds relating to your particular situation (in some circumstances);
- restricting processing (in some circumstances);
- having your data erased (in certain circumstances);
- lodging a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

How long will the Welsh Government keep your data for?

| Data type | Data retention period | Data uses |
|--|--|--|
| Further education and adult learning | Your data will be deleted after 10 years | This enables the Welsh Government to analyse learner data and create reports over a period of time. These reports will be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded, data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union. |
| Apprenticeship Commissioning Programme (ACP) | Your data will be deleted 10 years after the end of the contract period. | |
| Jobs Growth Wales Plus (JGW+) | Your data will be deleted after 10 years. | |

Your data will be kept for a longer period for statistical and research purposes.

Contacts

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the UK GDPR, please write to us using the details below:

Data Protection Officer, Welsh Government, Cathays Park, Cardiff, CF10 3NQ.
Email: dataprotectionofficer@gov.wales

To contact the Information Commissioner's Office, please see details below:
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Tel: 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline).
Website: ico.org.uk(opens new window)

Notifications of changes (Welsh Government Privacy Notice)

This privacy notice was last updated in June 2024 and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this privacy notice and your provider The Lifelong Learning Team. All of the Welsh Government's processing will comply with data protection legislation.

If you prefer not to supply your special category data at any time, you must contact your learning provider who will update your record.

Department for Education LRS Privacy Notice

Overview

To comply with data protection legislation, schools, colleges, local authorities, and training sector organisations are responsible for issuing a copy of this privacy notice to learners and/or parents/guardians. This notice summarises the information held on record about them, why it is held and the third parties with whom the data may be shared.

Privacy notice for pupils, students, learners, and trainees

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning Records across England, Wales, and Northern Ireland, and is operated by the Department for Education (DfE) in England. This privacy notice explains how we use your personal information. For the purposes of relevant data protection legislation, the DfE is the data controller for personal information processed.

Who we are?

The LRS supports the DfE by collecting learner information from training providers and awarding organisations. For the purposes of relevant data protection legislations, the DfE is the data controller for personal information we process.

How we will use your information

We receive your personal data from:

- schools, colleges, local authorities, and training/learning providers
- accredited achievement data supplied by awarding organisations

The aims of LRS are to:

- create a trusted and verified record of learning for citizen across England, Wales, and Northern Ireland
- enable education organisations to access these records when required to support individuals with enrolment to education and careers advice, ensuring they get access to the correct education and government funding
- issue you with a Unique Learner Number (ULN)
- create your Personal Learning Record (PLR)
- collect entries and results data that is used to create national statistical publications

The nature of your personal data that LRS will process

The categories of personal data that can be processed in LRS includes:

- personal contact details
- data related to an individual's learning
- data and information about your learning, including courses and qualifications you are taking or have taken

To ensure that our records are accurate, it may be necessary for training providers to collect further personal information from you. This information will be used to identify the correct learner where their personal information is similar to other learners (e.g. name(s) and date of birth):

- where further information is required to distinguish between learners, the following personal information is deemed as mandatory:
- last known post code
- date of birth
- gender

Why our use of your personal data is lawful

For our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For LRS, the relevant conditions are:

- Article 6(1)(e) UK General Data Protection Regulations (GDPR), to perform a public task as part of our function as a department

We also rely on legitimate interests, where we may need to collect additional personal information, to distinguish you from another individual. This is:

- Article 6(1)(f) of the UK General Data Protection Regulations

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These might include contracted partners (who we have employed to process your personal data on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For LRS we share your personal data with the following:

- schools, colleges, local authorities, and training/learning providers when you enrol onto a course
- awarding bodies to record achievement/attainment information such as exam or course grades
- permitted organisations such as Federation for Industry Skills & Standards (FISSS) and Universities and Colleges Admissions Service (UCAS) to record or verify individual's qualifications

How long we will keep your personal data

The PLR is a lifetime record of achievement for all learners.

All data in LRS will be retained until a learner is 80 years old and has not engaged with a learning provider for 7 years.

Your data protection rights

You have specific rights under data protection law. You can:

Request a copy of all information relating to you held by the DfE. You can do this by making a Subject Access Request using the [DfE Contact Form](#).

DfE processes your personal information on LRS in the exercise of its official authority under the Education Act 2011 and the Apprenticeships, Skills, Children & Learning Act 2009. This allows us to ensure that training providers are claiming for the correct government funding, safeguard public money and prevent fraud.

More information about how the DfE handles personal information is published in the [DfE Personal Information Charter](#). If you need to contact us regarding any of the above, please do so via the DfE site at [DfE - Contact Us](#). If you are unable to use the online contact form, you can write to us at the address provided under Contact Information below.

Further information about your data protection rights appears on the Information Commissioner's website at [Information Commissioners Office - Individual Rights](#)

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 27 November 2023.