



## **Queen Mary's College - Privacy Notice for Students**

Queen Mary's Sixth Form College collects and uses personal information about applicants, students and parents, and other individuals, who come into contact with the College. This information is gathered in order to enable the provision of education monitoring the performance and achievements of students and safeguarding the health, safety and security of the College community, particularly in relation to our child protection responsibilities.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. As part of its working practices, the College must comply with the UK General Data Protection Regulation 2018 (GDPR) and has a General Data Protection Policy (see website). The College is registered with the Information Commissioner's Office (ICO) – registration number Z6760455.

The College's Data Protection Officer (DPO) is Judicium Education, 72 Cannon Street, London, EC4N 6AE. The following email can be used by anyone wishing to make contact – [enquiries@judicium.com](mailto:enquiries@judicium.com)

### **Personal information provided and held**

For administrative and business purposes the College needs to hold certain personal information about applicants and students. This information is provided during the application, enrolment process and throughout the course of study. The majority of information provided is mandatory and enables the College to fulfil its duties to Government agencies.

Personal information that the College holds is essential to registering and delivering the courses for which students enrol. If consent is denied to process personal information, the College is unlikely to be able to offer a place and may withdraw any offer already made.

Consent will be requested for any information that is offered on a voluntary basis.

Information held and processed includes:

- personal data (Name, preferred name, DoB, contact details, emergency contact details, NI number, etc)
- characteristics – sex, ethnicity, language, nationality, residency status, learning difficulties or disabilities, employment status, in the armed forces, in receipt of free school meals or help from other government agencies
- optional sensitive information (religion, sexual orientation, preferred gender)
- qualification information
- relevant medical information
- Special Educational Needs, or EHCP information
- details of benefits claimed
- financial information for payments

## **Parental, emergency and next of kin details**

As part of the application contact details for parents, emergency contacts and/or next of kin are required. Information is requested and stored on the basis of legitimate interest for:

- Emergency
- Safeguarding
- Health and Safety
- Disciplinary
- Academic progress and attendance

## **Additional information from third parties:**

- Safeguarding, transition and reference information from previous school
- Unique Learner Number and previous qualifications from Learner Records Services
- SEND and EHCP information from the Local Authority

## **Purpose of holding personal information**

Information is used to:

- support and manage learning
- monitor and report on progress
- provide appropriate pastoral care
- monitor use of systems for safeguarding to prevent potential harm to self or others
- ensure the fairness and equality of our services
- register individuals with the appropriate awarding body (exam boards)
- provide references to future employers and/or educational institutions
- comply with the law regarding funding for education
- receive funding from the appropriate source, e.g. ESFA

## **The lawful basis for processing**

Under the GDPR, it is necessary for the College to demonstrate the lawfulness of processing personal information. There are a number of different bases on which the College may store and process personal data. These are contractual reasons, legal obligation, public task, legitimate interest, vital interest and consent.

## **Rights**

Under data protection legislation, individuals have the right to request access to the information held about them. A request to access personal data is known as a Subject Access Request (SAR). A request can be made by emailing [info@qmc.ac.uk](mailto:info@qmc.ac.uk) and marking the communication as a Subject Access Request and/or GDPR enquiry. Generally, there is no fee for a SAR and the College will respond within one month.

## **Additional Rights include:**

- being informed about how data is stored and processed
- withdrawing consent
- having inaccurate or incomplete personal information rectified
- preventing processing for the purpose of direct marketing

- understanding data portability

In some circumstances rights can include:

- having details erased from College records
- objecting to processing of personal data that is likely to cause, or is causing, damage or distress

For more information about how the College manages Data Protection issues please see the Data Protection Policy on the College's website.

## **Sharing information**

Personal information will be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Information is only shared with other organisations where the law and our policies allow this or when consent is arranged.

### **Other organisations may include:**

- Awarding bodies (exam boards)
- The Learner Records Service
- The Department for Education
- The Education and Skills Funding Agency (ESFA)
- Local Authorities
- Social Services
- Companies that manage our student database software products – ProSolution, Google, Microsoft, Adobe, PayMyStudent, EPOS, UCAS
- Educational institutions such as previous school and universities
- Bus companies where applicants/students purchase tickets
- Child and Adolescent Mental Health Service
- Police

The College will put data sharing agreements in place when sharing student information with organisations.

## **Retaining your information**

Personal data is held for seven years after a student who has enrolled with us leaves College.

Data is held for six months after the enrolment period for any applicant who applies but does not subsequently start.

## **College Website**

In addition to the information provided at application and enrolment, the IT facilities at the College gather information regarding online activity. For example, the College website uses cookies to enable continual enhancement of the website's functionality and performance. In order to access authenticated areas of the website it is essential that cookies are enabled. Other (non-essential) cookies are also used to store individual preferences. It is for these reasons that a cookie free version of the website is not available.

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