

Privacy Notice – For Young People

General Information

Ardingly College is a school based in West Sussex. As a school we store Personal Information belonging to our students.

Personal Information – what’s that?

It is any information that can be used to identify you or which relates to you.

It could be your name and address, or it could be your telephone number, email address, pictures or videos of you.

Some of this information might be things that you think is private to you, like what has happened in your life, where you have been going and what you have been doing.

How do we get personal information?

We get most of it from you or from your parent or guardian. We might have this information if:

- you **are** at Ardingly College as a student;
- you **will be** at Ardingly College as a student;
- you **have been** at Ardingly College as a student;

We also get information from:

- other schools;
- the UK Government.

Why we collect and use information

We collect and use personal information:

- to support your studies for example to mark your work;
- to advise on career options and support your future career;
- to keep you safe;
- to share your successes with newspapers or on the internet; and
- to give information that the UK Government tells us to give them.

The UK law that tells us what we are allowed to do (and why we are allowed to do it) is called the UK General Data Protection Regulation and the Data Protection Act (2018).

How we process your personal information

It is very important for you to know that we are extra careful with this information.

Everyone here is trained in safeguarding which means that we know how to keep you safe and that includes how we keep your information safe. We don't share it unless we are required to do so by law or if you tell us we can, and we store it safely.

We have thought a lot about how long we should hold on to personal data. We believe it is only as long as you would consider fair, or where we have to because of the law. We have a list of how long we keep all information and what we do with it (delete or archive) when its time is up! We keep your personal information very safe on our systems, just like you would expect us to.

Your Data Protection Rights

Under data protection law, you have things that you can ask us to do. These are called your “rights”.

Your right to be informed if your personal data is being used

We must tell you if we are using your personal data. That is what this Privacy Policy is for.

Your right to get copies of your data

You have the right to see personal information relating to you that we are using or storing.

Your right to get your data corrected

You can make sure your personal data doesn't have mistakes.

Your right to get your data deleted

In some circumstances, you can ask us to delete personal data that we hold about you.

Your right to limit how organisations use your data

You can ask us to change the way we use your personal data.

The right to tell us not to use your data

In some circumstances, you have the right to ask us not to use your personal data.

Your rights relating to decisions being made about you without human involvement

You have the right to know if our computers are making decisions about you.

Your right to raise a concern

You have the right to tell us if you're concerned about how we are using your data.

Sharing your information

We will not share your information with anyone other than you and your parents or guardian, unless we have to by law.

We will only ever share information with someone else because we want you to be safe and successful in your learning.

You have the right to know who we are sharing your information with, so just ask us if you want to know.

More information and complaints

If you would like more information about anything you have read in this notice or if you are worried about what we are doing with your personal data, you can contact us in these ways:

Talk to the College Privacy Officer on the telephone on 01444 893000.

Write to the College Privacy Officer by email at dataprotection@ardingly.com

You can also go directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>