

Privacy Notice - Leavers

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General Information

This privacy notice tells you what to expect us to do with your personal information, that is information about you; your name and contact details, and information that has been created while you were a student at Ardingly College.

A privacy notice tells you:

- How we obtain your personal information;
- the purposes we process it for;
- how we process it;
- whether you have to provide it to us;
- how long we store it for;
- whether there are other recipients of your personal information;
- whether we intend to transfer it to another country; and
- whether we make automated decisions or use your information for profiling.

You will have received a copy of the student privacy notice in the past. This notice explains how your personal data will be processed when you leave the College.

Ardingly's Contact Details

Ardingly College is responsible for the personal information we process.

There are many ways you can contact us, including by phone, email and post.

Our postal address:

Ardingly College
College Road
Ardingly
Haywards Heath
West Sussex
RH17 6SQ
Telephone number: +44 (0) 1444 893000

Our Data Protection Contact Details

Our point of contact for data protection related queries is the College Privacy Officer. You can contact them at dataprotection@ardingly.com or via our postal address.

How do we get personal information?

Most of the personal information we process has been provided to us directly by you or your parents or guardian because you attended the College as a student. Records of your time at the College, your achievements, behaviour and participation in College events have been created during your term in College.

We also receive personal information indirectly, in the following scenarios:

- from other academic institutions or government bodies;
- for pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

Information we store until you reach age 25

- Personal details (such as name, unique pupil number, address, demographic and other contact details)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as test scores, examination results and homework outcomes)
- Medical information (such as child health, detail health, medication and dietary requirements)
- Special educational needs information
- Exclusions / Behavioural Information (such as fixed term and permanent exclusions and details of detentions and other sanctions)
- Educational History (such as prior and previous schools)
- Post 16 Learning information (such as examination outcomes pre-16)
- Admissions information (such as school reports, references, passports, birth certificates, contact details, EP reports, ISEB data, examination results, parent occupations in relation to visa requirements, scholarship information and bursary information)
- Health & Safety information (such as records of minor injuries and information that is required to comply with the Health & Safety Executive (HSE) RIDDOR requirements).
- Static and moving images (such as photographs of students and CCTV recordings)

Information we transfer to our Alumni records

The following information will be transferred to our Alumni database. You can read the Alumni privacy notice here: <https://www.ardingly.com/alumni/data-protection-statement/>.

Name

Date of birth

Class year of graduation

Enrolment date

Leaving date

House(s)

Subjects studied at A Level or whether you took the IB

Whether you were in receipt of a bursary

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Information about higher education

Why we collect and use personal information

We collect and use personal information relating to our College leavers for the following purposes:

- to meet legal requirements to maintain records relating to students
- to provide information requested by you or by third parties with your written consent
- to manage our Alumni, provide you with updates about the school and invite you to events. There is more information about this in our Alumni privacy notice.

Under the Data Protection Act (2018) and the included reference to the GDPR, the College has to specify the lawful bases we rely on for processing student information. These are:

1. Clause (c), Article 6 of the General Data Protection Regulation:

“processing necessary for compliance with a legal obligation to which the controller is subject”

This lawful basis is our grounds for processing data to meet the statutory duties placed upon us.

2. Clause (d), Article 6 of the General Data Protection Regulation:

“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child”

This lawful basis is our grounds for processing data relating to alumni.

In addition, concerning any special category data, which is defined by Article 9 of the General Data Protection Regulation as:

“racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”

The following lawful bases are our grounds for processing special category data.

Clause (2)(g) Article 9 of the UK GDPR:

“processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;”

Data retention

Records of students must be kept until the student reaches the age of 25 years by law. The College’s approach to data retention is detailed in our Data Storage and Retention Policy which you can find on our website at <https://www.ardingly.com/> or by asking the College Privacy Officer at dataprotection@ardingly.com.

Your Data Protection Rights

Under data protection law we are required to make you aware of your rights. The rights available to you depend on our reason for processing your information.

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. [You can read more about this right here.](#)

Your right to rectification

You have the right to ask us to correct information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. [You can read more about this right here.](#)

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. [You can read more about this right here.](#)

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. [You can read more about this right here.](#)

Your right to object to processing

You have the right to object to processing if it causes you or another person damage or distress or if we are using the data for direct marketing purposes. [You can read more about this right here.](#)

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. [You can read more about this right here.](#)

You are not required to pay any charge for exercising your rights.

Please contact us at dataprotection@ardingly.com if you wish to exercise a data protection right or contact our helpline on +44 (0) 1444 893000.

Sharing your information

In some circumstances we are legally obliged to share information. For example, under a court order or where we cooperate with regulatory bodies in order to further their, or our, objectives. In any scenario, we will satisfy ourselves that we have a lawful basis on which to share the information and document our decision making. We will not share your information with any third parties for the purposes of direct marketing.

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Home Office
- The Department for Education (DfE)
- The Woodard Corporation (our parent charity)

We may also share pupil information (subject to the written consent of the pupil, after leaving the College) with:

- Prospective employers

International transfers

Some of our service providers are located outside the UK and we rely on mechanisms approved by both the UK and the EU to ensure the security of the data and data protection rights. Some countries have been approved as offering an adequate level of data protection and, where this is not the case, we ensure that the approved Standard Contractual Clauses are in place.

Students and parents of students from the EU should be aware that Ardingly College is located in the UK and that personal information is processed in the UK. The transfer of personal information to the UK is made on a voluntary basis by parents and students which constitutes consent to the transfer.

Complaints

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>