

# Privacy Notice- Students

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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 is created when you interact with us via our website or by attending our 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.

## 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](mailto:dataprotection@ardingly.com) or via our postal address.

## How do we get personal information?

Most of the personal information we process is provided to us directly by you or your parents or guardian for one of the following reasons:

- you attend or have attended the College as a student;
- you have made an enquiry of us;
- you wish to attend, or have attended, a College event;
- you subscribe to one of our publications.

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

- 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)

## Why we collect and use personal information

We collect and use personal information for the following purposes:

- to support student learning, academic and career development;
- to monitor and report on pupil attainment progress;
- to provide appropriate pastoral care;
- to assess and improve the quality of our services;
- to enable us to promote the school;
- to keep children safe (safeguarding, food allergies, or emergency contact details);
- to support students as they plan and progress their future education and careers and
- to meet the statutory duties placed upon us for DfE and ISC data collections.

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 (b), Article 6 of the General Data Protection Regulation:

“processing necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

**This lawful basis is our grounds for processing data in the support of student learning; the monitoring and reporting of pupil attainment and progress; the support of students as they plan and progress their future education and careers and the provision of appropriate pastoral care.**

2. 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 for DfE and ISC data collections.**

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

“processing necessary in order to protect the vital interests of the data subject or of another natural person”

**This lawful basis is our grounds for processing data in the effort to keep children safe.**

4. 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 students because we have a contract with their parents.**

**It is also our grounds for processing data to assess and improve the quality of our services; and to enable us to promote the school.**

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.**

1. Clause (2) (b) Article 9 of the General Data Protection Regulation:  
“processing necessary for carrying out obligations and exercising specific rights of the controller or of the data subject in the field of ... social protection law”

**This lawful basis is our grounds to process data for safeguarding purposes.**

2. Clause (2) (a), Article 9 of the General Data Protection Regulation:

“the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;”

**We therefore seek consent from parents/guardians and older children to process special category data, where necessary. You have the right to withdraw consent at any time by contacting the College Privacy Officer at [dataprotection@ardingly.com](mailto:dataprotection@ardingly.com).**

### Consequences of not providing personal information

Failure to provide personal information we request may mean that we cannot process an application to be admitted to the College. While a student attends the College, failure to provide personal information may result in the place being withdrawn if we are unable to achieve the objectives of processing as outlined above.

### How we process your personal information

#### Automated Decision Making:

- The College does not use any automated processes in making decisions about data subjects.

#### Document Retention:

- 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](mailto:dataprotection@ardingly.com).

#### Data Disposal:

- The College’s approach to data disposal is detailed in our Data Storage and Retention Policy.

#### Computer Security and User Access Control:

- The College provides details about our security measures in the Information Governance and Compliance Policy and other policies referenced in that document which you can find on our website at <https://www.ardingly.com/> or by asking the College Privacy Officer at [dataprotection@ardingly.com](mailto:dataprotection@ardingly.com).

#### Guidelines, Training and Expectations of our Staff who work with your Personal Data:

- The College provides details about our security measures in the Information Governance and Compliance Policy and other policies referenced in that document.

#### Data Breaches:

- The College's approach to a data breach is detailed in the Data Breach Policy which you can find on our website at <https://www.ardingly.com/> or by asking the College Privacy Officer at [dataprotection@ardingly.com](mailto:dataprotection@ardingly.com).

#### Data Transfer and Encryption:

- The College's approach to a data transfer is detailed in the Data Sharing Policy which you can find on our website at <https://www.ardingly.com/> or by asking the College Privacy Officer at [dataprotection@ardingly.com](mailto: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](mailto:dataprotection@ardingly.com) if you wish to exercise a data protection right or contact our helpline on +44 (0) 1444 893000.

## Sharing your information

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They may share your personal information with another third party organisation but only as specifically agreed with us. They will hold it securely and retain it for the period we instruct.

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:**

- The parents or guardians of those pupils
- 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)
- Sussex Police
- School nurse, other NHS employees, other NHS institutions and Educational Psychologists
- Organisations which provide identity verification services
- Organisations which provide guardianship or agency services (such as Academic Asia and Stanford and Ackel)
- Organisations which provide financial services (such as PT-X, WisePay and Square)

### **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.

## Links to other websites

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

## 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/>