



Privacy Notice for Pupils at St Elizabeth's College

This notice is addressed to the learner but is provided to the parent or guardian or appointed person of the learner as our learners do not have capacity to understand this notice, or do not have capacity to understand it without the assistance of their parent, guardian or appointed person.

St Elizabeth's college is run by the charity called St Elizabeth's Centre. This notice explains how St Elizabeth's Centre uses your personal data. Personal data means information about you or which relates to you in some way.

Our Contact details

St Elizabeth's Centre
Perry Green
Much Hadham
Hertfordshire
SG10 6EW
Tel: 01279 843451

St Elizabeth's Centre is the Controller for the purposes of data protection law.

The Data Protection Compliance Officer for St Elizabeth's Centre is Rod Jenkins (dpo@stelizabeths.org.uk / 01279 844 205).

The Type of Personal Information we collect about you

- Your name
- personal identifiers and contacts (such as name, date of birth unique pupil number, contact details and address)
- characteristics (such as free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical information (such as mental capacity assessments, seizures and interventions, doctors' information, child health, dental health, allergies, medication and dietary requirements, personal care)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (how well you are doing at college)
- information about your behaviour

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support learners' learning
- b) to monitor and report on learner attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep learners safe (food allergies, or emergency contact details)
- f) to comply with legal requirements
- g) to meet standards of good practice including Ofsted requirements

Legal Basis

Under the General Data Protection Regulation (GDPR), article 6, the lawful bases we rely on for processing pupil information are:

Legal obligation

We use this when we have to use your personal data to comply with a legal obligation. For example, we are required by law to collect some information about pupils.

Legitimate Interests

This is used when we have established that we have a legitimate interest in using your personal data and we have balanced our interest against your interests. We use this for some photographs and videos which are for use in College or by families (see photograph policy for further details).

Consent

This is used when we ask you or your parent, guardian, or other appointed person for consent.

Public interest

We use this when we are using your personal data to provide disability support or help keep you safe.

Some information we collect about you is special category data. This covers the information we have about your health. This information is sensitive so we must have another legal basis for using it under article 9 of the GDPR. We use substantial public interest for this. The substantial public interest is:

1. support for individuals with a particular disability or medical condition
2. safeguarding of children and of individuals at risk

Collecting pupil information

We collect information about you from your parents before you start at the College. We may also get some information about you from your last school or from the local authority. Once you are at the College we may record other information about you because you are a learner so that we can look after you, help you to learn and record your progress.

Most of the information we ask for is necessary. A learner may not be able to start at the College if it is not provided. If there is a choice about whether to give us information or not, then we will tell you that it is optional.

Storing learner data

We hold pupil data securely for the set amount of time shown in our data retention policy. Normally this will be until you reach age 25. Our data retention policy gives more information about how long we keep information about you.

How we store your personal data

Your information is stored securely on both local servers and cloud based systems. All access is restricted by username and password authentication.

Who we share learner information with

We routinely share learner information with:

- local authorities
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Education & Skills Funding Agency (ESFA)
- Ofsted
- City and Guilds

- Curriculum Enrichment Activities

Why we regularly share learner information

We do not share information about our learners with anyone without consent unless the law and our policies allow us to do so.

Local Authorities

We share information about your Education Health and Care Plan with the Local Authority because the Local Authority is responsible for maintaining the Plan.

Data is securely transferred to the Local Authority via secure e-mail/Egress.

We also share learner data on safeguarding issues.

Youth support services (Connexions)

We also pass learner information to our local authority and / or provider of youth support services ([Connexions](#)) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the learner once they reach the age 16 but in practice will continue to be exercised by the parent, guardian or other appointed person where the learner does not have the capacity to make an objection for themselves.

Data is securely transferred to the youth support service via secure e-mail/Egress.

Department for Education

The College is routinely required to provide learner data to the Department for Education (or the ESFA which is part of the Department for Education). This will mostly be through the [Individual Learner Record \(ILR\)](#). [This data calculates the ESFA funding allocation](#). You can find out more about this here: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Ofsted

The College is regulated by Ofsted and during the course of an inspection, Ofsted may view information relating to learners. [The Education Act 2005](#) gives Ofsted inspectors the power to inspect and take copies of any records that are relevant.

City and Guilds

As an awarding organisation, City & Guilds require details of individuals that are undertaking accreditation, to enable them to engage with the curriculum. The data is managed through a secure website

Curriculum Enrichment Activities (*Snap Theatre, Laughter Specialists, Church Farm Ardeley and Music Therapy*)

The College does not provide any personal data to any activity providers, save for Church Farm, to which learners' names are provided.

Use of Processors

We use processors to process some information on our behalf. Processors have a contract with us and must follow our instructions and keep your information secure.

The only third party with which the College is engaged, is Stanburys, being the Charity's off-site archiving (record storage and scanning) provider.

Request your data protection rights

You have the following rights in relation to your personal information:

Right of access

You have the right to ask for a copy of the personal information which we have about you. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-of-access/>

Right of rectification

You have the right to rectification. This means that you can ask us to correct the personal information we have about you. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-corrected/>

Right of Erasure

You have the right to erasure also often referred to as the 'right to be forgotten'. This is the right to have your personal information deleted. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/>

Right to object to processing

You have the right to object to what we do with your personal information. You can find out more here: <https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/>

Right to portability

This right only applies if we are using your personal data and the legal basis for us doing so is either consent or performance of a contract with you as an individual. This means that most of the time it will not be relevant. In certain circumstances, it means that you can ask us to transfer your personal data to another organisation. This only applies where you have provided the personal data to us and we hold it electronically. You can find out more here: <https://ico.org.uk/your-data-matters/your-right-to-data-portability/>

Right to withdraw your consent

We do not normally use your personal data on the basis of consent but where we do you may withdraw your consent. In cases where your right to withdraw consent is not relevant, you could use your right to object instead.

You can find out more here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/consent/how-should-we-obtain-record-and-manage-consent/#how6>

To use any of your rights, please contact us by emailing DPO@stelizabeths.org.uk, telephoning 01279 543 205, or speaking to Venetia Phipps.

We will normally be under an obligation to respond to you within one month, although we are sometimes permitted to extend the deadline.

Transfers of Personal data

We do not routinely transfer personal data overseas but in the event this was necessary we ensure that we have appropriate safeguards in place.

How to complain

If at any time you have a complaint about what we do with your personal data, then you can complain to us by contacting the Data Protection Compliance Officer for St Elizabeth's Centre:

Rod Jenkins (dpo@stelizabeths.org.uk / 01279 543 205)

or you can complain directly to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113