



# The Ridge Employability College

## Data Privacy Notice

We take your privacy very seriously and we ask that you read the privacy notice very carefully as it contains important information about who we are, how, why we collect, store, use and share personal data. It also confirms your rights in relation to your personal data and how to contact us and supervisory authorities in the event of a complaint.

Under UK General Data Protection Regulations (GDPR) that were effective from 25<sup>th</sup> May 2018, individuals have the right to be informed about how the college uses any personal data that we hold about them. This Privacy Notice describes what The Ridge Employability College does with the personal information that is provided as we are responsible for how it is used.

The college is the Data Controller of that personal data for the purposes of data protection law.

### The personal data we collect and use

The college may collect, use and share (when appropriate) about individuals but it is not limited to:

- Contact details (phone numbers, email addresses, postal addresses) including preferences
- Identification documents
- Personal characteristics, date of birth, first language, nationality,
- Financial Information
- Lifestyle information, support plans and family information
- Health Information, medical condition, medical care plans, details of medication
- Special Education Needs, behaviours, Education health & care plans (EHCP)
- Safeguarding information
- Post 16 learning information, attendance, exclusions, historical educational records
- Photographic images in our college, on school literature, websites, social media
- Information about personal preferences and interest
- Contract information

We may also hold data about individuals that we receive from other organisations including previous education settings, local authorities, Department for Education and employability placement providers.

### How we use this data

- To support students learning
- To monitor and report students' progress

- To provide appropriate pastoral care
- To assess the quality of our services
- To safeguard children and young people
- To comply with the laws regarding data sharing
- To share aspects of college life which may include social media
- To promote college social events

#### **Our legal basis for using this data**

- We need to comply with legal obligations
- We need to perform an official task
- Were we received consent to use it in a certain way
- We need to protect the individual's vital interests or those of someone else

Where consent has been given to use an individuals' personal data, consent can be withdrawn at any time.

#### **How we collect data**

When you give it to us directly

- Via the admissions process.
- By communications via the telephone, text, email or post.
- You may give us your personal data in order to receive further information from The Ridge on the service we provide.
- When you take part in any of our organised activities (Regulatory reviews, social events)
- When you respond to a survey
- Engage with us on our Website. We may collect other information from your use of the Website, such as your IP address and access times. We may link our Website directly to other sites. This privacy notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit.

#### **How we share data**

Your personal information will be used for purposes relating to education, training, employment, general advice services, well-being and research and informing you of College activities. The College may share non-sensitive personal information about you with other organisations as follows but is not limited to:

- The Ridge Employability Staff
- The Board of Directors of the college
- Consultants engaged by the college
- The Local Authorities
- The Education and Skills Funding Agency
- Open Awards
- OFQUAL
- Department of Education
- Department of Health
- Individuals families and support representatives

- Examining bodies
- Health and Social Welfare organisations
- Other Education settings both historical and future
- Ofsted
- Police Force
- Companies House
- Accountants
- Employers
- HMRC
- National Pupil Data Base
- Technology providers
- The Ridge Supporters

The lawful basis for collecting and using individuals' data for general purposes is under article 6 and article 9 of the GDPR working party, where data processed is a special category.

If a request to share personal data with a source from outside the European Union we will only do so in accordance with data protection law.

#### **How we store data**

The College will hold information securely. To prevent unauthorised disclosure or access of personal information, it has strong organisational and technical security safeguards. The College follows stringent procedures to ensure it processes all personal information in line with the GDPR.

We will hold student data for 7 years following a student's last entry which is in accordance with the Education and Skills Funding Agency (ESFA) requirements

#### **How to request information**

Individuals' have the legal right to make a request to gain access to personal information that the college holds about them 'subject access request'.

Parents or carers have the right to request information regarding their child/individuals data if the young person is not considered mature enough to understand the rights over their own data.

Parents also have the right to make a 'subject access request' regarding any personal data the college holds about them.

If an individual requests information from the College this can be by letter, telephone, or email [info@theridgecollege.co.uk](mailto:info@theridgecollege.co.uk) and addressed to the Data Protection Officer.

If you make a 'subject access request' to the College we will provide you with a response that contains details of the information requested if we hold that information about you or the student.

#### **How to request to delete personal data and other data subject rights**

One of the key principles which underpin the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

Any requests from individuals to:

- Have inaccurate personal data rectified (right to rectification)
- Restrict or suppress their personal data (right to restrict processing)
- Obtain and reuse their personal data for their own purposes across different services (right to data portability)
- Object to how their personal data is used should be made directly to [info@theridgecollege.co.uk](mailto:info@theridgecollege.co.uk).

### **How to query or complain**

If there are any questions about the College's collection and use of personal data please contact the College [info@theridgecollege.co.uk](mailto:info@theridgecollege.co.uk).

If you have a concerns about the way The Ridge Employability College has used your personal data you should raise your concern firstly with the college via our complaints procedure or directly to the Information Commissioner's Office (ICO) [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

### **How to contact us**

**If you would like more information about the college and GDPR please contact 01302 897445 or [info@theridgecollege.co.uk](mailto:info@theridgecollege.co.uk).**