



Bolton Sixth Form College

Admissions Privacy Notice

Approved/reviewed by	
Gemma Webster 01/05/2018 Lesley Hart 27/SEP/2018	
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1. Institution details

Bolton Sixth Form College

Address: Deane Road, Bolton BL3 5BU

Telephone: 01204 846215

Email: enquiries@bolton-sfc.ac.uk

2. Introduction

Bolton Sixth Form College collects and processes personal data relating to its learners to effectively manage their learning and to meet its statutory obligations as a Sixth Form College. The College is committed to being transparent about all data it collects and be aware of data protection obligations under the General Data Protection Regulations Act 2018 (GDPR) and Data Protection Act (1998).

3. Data Protection Officer

Name: Lesley Hart

Position: Deputy Principal

Telephone: 01204 846215

Email: enquiries@bolton-sfc.ac.uk

4. Data We Process – Prospective Students

We will collect and process your name, address, date of birth, gender, nationality, parent/guardian contact names, phone number, email address, student support needs, medical information, education history, qualifications, references, ethnic origin, employment history, attendance data and other relevant information for the purposes set out below:

Student Application to the College

We will use your details for the fulfilment of the College's contractual relationship with its students and for our public task to deliver educational programmes. This includes determining and applying admissions criteria, processing applications for admission and monitoring overall student numbers.

During the application process:

1. We will communicate with you by sending letters to your home address inviting you in to the college for your Admissions interview and to keep you up to date with the status of your application.
2. We may also text and/or email you to:
 - a. Remind you of your Admissions interview appointment(s)
 - b. Inform you when you can apply for our Bursary/Travel Grant scheme
3. We will inform your current school that you have applied to study at Bolton Sixth Form College for post 16 education.
4. We will write to your parents, guardians or carers to invite them in for specific 'Parent Event' Information Evenings.
5. During your Admissions interview, we will ask you for your consent to contact you about:
 - a. Open Events
 - b. Subject specific events – linked to subjects you have applied for.
 - c. Subject specific updates – e.g. news articles from subject areas you have applied for.

Parents/guardians, local authorities, youth support and associated services may contact us to request that we confirm the status of an application and the course/subjects applied for. We will share this information unless there is a legitimate reason for us not to and you inform us of this reason. In this instance please contact the Marketing and Admissions Team, email: enquiries@bolton-sfc.ac.uk

5. Data We Process – Parents, Guardians and Carers Information

If an applicant is under the age of 18 years old at the start of their studies we require confirmation of the parent, guardian or carer name, email address and phone number. We collect this information to support the communication with potential students during the application process.

6. Data We Process – Storage

Data will be stored in a range of different places, including student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

The College takes the security of data seriously. The College has internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

7. Data We Process – Access

We do not share information about our prospective students or enrolled students with anyone without consent unless the law and/or our policies allow us to do so. We share students' data with the DfE on a *legal obligation* basis. This data sharing underpins College funding and educational attainment policy and monitoring.

Student information will be shared internally, including with any College staff who need the data to provide services to the learner. Where the College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The College shares student data with third parties where there is either a legal obligation or public interest processing reason, see section Appendix A on page 6 for more information.

8. Retention of Records

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

As a general guide:

- Students who choose to enrol with us (including parent/guardian) details: will be retained for 6 years after completion of studies or withdrawal from a course. In some cases, for example to comply with UK or European funding rules we are required to keep records for much longer.
- Data on students who do not enrol with us will be destroyed within the same year of making the application to us.

The College has a Retention Schedule which specifically sets out detailed retention timescales. For more information on how long information will be retained please contact our Data Protection Officer.

9. Your Rights

As a prospective student, you have the following rights:

- To be informed about processing of your personal data
- To change incorrect or incomplete data stored by the College
- To access and obtain a copy of all your stored data on request
- Require the College to delete or stop processing your data when you have completed your study programme at the College
- To object to the processing of your data

If you would like to exercise any of these rights, please contact the data protection officer via the contact methods listed in section 3

If you believe that the College has not complied with your data protection rights, you can complain to the Information Commissioner.

10. Complaints or Queries

Bolton Sixth Form College aim to meet the highest standards when collecting and using personal information. If you want to make a complaint about the way we have processed your personal information, please contact our Data Protection Officer: Lesley Hart, email: enquiries@bolton-sfc.ac.uk

In the event you are not satisfied with the use of your personal data you have the right to contact the data protection regulator, the Information Commissioner's Office (ICO) <https://ico.org.uk/>

11. Changes to this Statement

Any changes we may make to our privacy policy in the future will be posted on this page within the student portal.

12. Appendix A

Data Sharing			
Data	Purpose	Third Party	Lawful basis for processing data
Performance data, attendance data and personal data including contact details	To ensure the Next of Kin is aware of the students progression and attendance at College	Next of Kin (parents / guardians) (NOK)	Legitimate interests – we have a duty of care to share the specified data with the students NOK
Personal data including gender	Registering with the exam board to study towards the relevant qualification(s)	Exam Boards – Assessment & Qualifications Alliance (AQA) Welsh Joint Education Committee (WJEC) Oxford Cambridge and RSA (OCR) Pearson	Contract with individual – registration with the relevant exam boards is part of the learning agreement that the student commits to when starting a study programme at Bolton Sixth Form College
All personal data, contact information and study programme details	To provide evidence of existence of students at Bolton Sixth Form College	Education and Skills Funding Agency (ESFA)	Compliance with legal obligation – required as a state-funded organisation to provide evidence of student details and the qualifications they are studying
Personal data including name, date of birth, gender, ethnicity, previous school and contact details plus study programme details	To inform the local authority of the students currently studying at Bolton Sixth Form College. To ensure they are aware of any student who leaves their study programme earlier than expected	Local Authority (including Connexions)	Public interest / compliance with legal obligation – to ensure our local authority are aware of the students that study with Bolton Sixth Form College and also if they should leave their study programme early
Personal data including name, date of birth, gender, ethnicity and prior attainment plus subject exam results	To determine value added performance scores	Alps - Alkemygold Ltd	Public Interest – using Alps services for the purpose of providing state-funded education and College improvement is in the public interest because it is a way of fulfilling obligations that we have as a Sixth Form College

Personal data including name, date of birth and attendance details	To provide evidence of attendance	Care To Learn	Contract with individual – the contract with Care To Learn will provide financial support based on College attendance details
Student name, candidate number and signature	To enable subject coursework to be marked	Exam moderators	Contract with individual – any coursework element that forms part of the students study programme may need to be sent to an external moderator for marking
Personal data including name, date of birth, gender, ethnicity, prior attainment, learner disability / difficulty information, free meals indicator, postcode and attendance details. Along with subject exam results and tutors	To determine subject based value added performance reports	Six Dimensions (Nick Allen)	Public Interest – using Six Dimensions for the purpose of providing state-funded education and College improvement is in the public interest because it is a way of fulfilling obligations that we have as a Sixth Form College.
All personal data, contact information and study programme details	To provide summary benchmark reports that allow the College to compare their performance with their peers	MIDES, RCU Ltd	Public Interest – using MiDES services for the purpose of providing state-funded education and College improvement is in the public interest because it is a way of fulfilling obligations that we have as a Sixth Form College
Student name, mobile phone number	For communication purposes only, will not be used for marketing events unless explicit consent has been obtained	Text Anywhere (http://www.textanywhere.net/default.aspx)	Contract with individual – the College will use texting as a primary form of communication with the student