

Privacy Notice

Students



You have a legal right to be informed about how The Spires College uses any personal information we hold about you. This Privacy Notice explains how we collect, store and use personal data about you.

The Spires College, Westlands Lane, Torquay, TQ1 3PE, is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Ms Richardson.

What information do we collect about you?

We hold personal information that we receive from you, your teachers, and your parents/carers to make sure that we can help you learn and look after you at College.

For the same reasons, we get information from some other places too, like other schools, the local council and the government.

This information includes:

- ▲ your name, date of birth, contact details and address
- ▲ your characteristics (such as ethnicity, language, and free school meal eligibility)
- ▲ whether you have any special educational needs
- ▲ any medical conditions you have
- ▲ information about your attendance
- ▲ exam and test results, progress data and quality of work grades
- ▲ details of any behaviour incidents or exclusions
- ▲ photographs and CCTV images captured in College

Why do we collect and use this information?

We only collect and use your information when the law allows us to. Most often, we will use your information when:

- ▲ we need to comply with the law
- ▲ we need to use it to provide you with an education. (This is called carrying out a task in the public interest)

Sometimes, we may also use your personal information when:

- ▲ you, or your parents/carers, have given us permission to use it in a certain way
- ▲ we need to protect you (or someone else)

Where we have got permission to use your data for a particular reason, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to withdraw it.

Some of the reasons listed above for using your personal information overlap and there may be several reasons why we can use your data.

We collect and use this information to:

- ▲ get in touch with you or your parents when we need to
- ▲ check how you're doing in your learning and work out whether you need any extra help
- ▲ track how well the College is performing as a whole
- ▲ look after your wellbeing and keep you safe
- ▲ provide you with services such as the canteen, network and library
- ▲ decide whether we can offer you financial support, such as 16-19 bursary

How we collect this information

In most cases you, or your parents/carers, must provide the information that we need to collect but there will be times when you can choose whether or not to provide the information.

We will always tell you whether you have a choice and, if you don't, we will explain what might happen if you don't provide the information.

How we store this information

We keep your personal information securely in your personal file and in electronic records within our IT systems, including email. We keep your personal information while you are a student at the College. We may also keep it once you leave if the law says that we have to.

We have clear rules about how long we keep personal information for and how we dispose of it. This is called our 'retention schedule'. It is available on our website. To request a printed copy please email dpo@thespirescollege.com

Who we share this information with

Within College, your personal data will be accessible by members of staff. Our Data Protection Policy describes the ways in which staff will keep your information safe. Where necessary, volunteers and the Governing Body may also have access to your personal data.

We do not share information about you with anyone outside of the College without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason under data protection law, we may share personal information about you with:

- ▲ schools that you students attend after leaving The Spires College
- ▲ our local authority
- ▲ youth support services (pupils aged 13+)
- ▲ the Department for Education (DfE)
- ▲ Ofsted
- ▲ your family and representatives
- ▲ examination boards and moderators
- ▲ the College's auditors
- ▲ health authorities
- ▲ school nursing team
- ▲ child and social welfare organisations
- ▲ charities and voluntary organisations
- ▲ police forces, courts and tribunals
- ▲ professional bodies
- ▲ catering and trip payment service providers
- ▲ student and parent communication service providers
- ▲ student learning service providers
- ▲ youth support services and careers advisors
- ▲ IT service providers to enable you to access to learning services

If you want to see the current list of third parties with whom we may share your data please contact the Data Protection Officer.

Youth support services

We also pass your information to our local authority because they have responsibilities regarding the education or training of 13-19 year olds. This enables them to provide:

- ▲ youth support services
- ▲ careers advisers
- ▲ post-16 education and training

The information shared is limited to the your name, address and date of birth unless your parent/carer, or you once you reach the age of 16, gives us permission to share other information.

For more information about services for young people, please visit our local authority website.

Department for Education

The Department for Education (DfE) collects personal information about you from the College. We are required to share information about our you with the Department for Education (DfE) either directly or via our local authority. To find out more about what information we share and how often, visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the information about you that we share with the Department for Education students in England is then stored in the National Pupil Database (NPD), which is managed by the Department for Education and provides evidence about how schools are performing. This, in turn, supports research.

The database is held electronically so that it can easily be turned into statistics. The information that it holds is collected securely from schools. Local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's learning or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find out more about the NPD here:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

To find out more about the NPD's data sharing process, visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education to request access to information about you relevant to detecting that crime. Whilst numbers vary each year, DfE typically supplies data on around 600 students per year to the Home Office and roughly one per year to the Police.

For information about which organisations the Department has provided information, please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection law, you have the right to request access to information about you that we hold, as long as we judge that you can properly understand your rights and what they mean. To make a request for personal information, contact the College's Data Protection Officer. You also have other rights over how your personal data is used and kept safe, including the right to:

- ▲ say that you don't want it to be used if this would cause, or is causing, harm or distress
- ▲ stop it being used to send you marketing emails
- ▲ say that you don't want it to be used to make automated decisions (decisions made by a computer rather than a person)
- ▲ have it corrected, deleted or destroyed, if it is wrong, or restrict our use of it
- ▲ claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about our collection and use your personal information very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer, Ms Richardson, using dpo@thespirescollege.com

You can also complain to the Information Commissioner's Office:

- ▲ online at <https://ico.org.uk/concerns>
- ▲ by telephone on 0303 123 1113
- ▲ by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Ms Richardson, using dpo@thespirescollege.com