

Privacy notice for Worthing College applicants

We collect, hold and share the following applicant information on our admissions system:

- Personal information (including name, date of birth, telephone number and address)
- Characteristics (such as gender, language, nationality, country of birth)
- Identification (such as passport or residency card)
- Attendance information from current school report
- Examination information (including qualifications already achieved and/or predicted GCSE grades results)
- Medical information (such as learning difficulties, mental health and disabilities). In addition to information supplied by applicants we gather information relating to the learning difficulties and disabilities of applicants from liaison with their current schools.
- Personal information of next of kin, typically parent/carer or could be a social worker (including name, address, email and telephone number)
- CRB forms for students studying health and social care
- We ask students whether they have a criminal record

We collect and use this information

- To support your application and course selection
- To provide you with information about, fees and charges relating to courses, equipment and your college fund payment
- To provide you with information on college news and events and invitations to specific events for applicants, e.g. interview, enrolment
- To provide appropriate pastoral care or where applicable to support any medical conditions or specific learning needs
- To assess the quality of our services
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information under the following sections of the General Data Protection Regulations (2018): Article 6e – processing is necessary to perform our public task as an educational establishment, under the Apprenticeships, Skills, Children and Learning Act 2009. We collect and use sensitive information such as ethnicity and health information under the following sections of the General Data Protection Regulations (2018): Article 9 (2b) - processing is necessary to carry out the of the data controller in the field of social protection law; Article 9 (2g) - processing is necessary for reasons of substantial public interest.

Storing data

We will hold your data on our admissions system for up to one year after which time we will destroy appropriately if you do not enrol at Worthing College. If you do enrol at Worthing College your data will be transferred to our student system and you will be issued a further privacy notice for enrolled students.

We will share your information with

- The Department for Education (DfE) including the Education and Skills Funding Agency (ESFA) and Learning Record Service (LRS).
- Your local authority and associated services
- Your parents / carers, to assist you in your application. If you do not want us to share your information with your parents / carers you should ask Admissions for an appointment with the Manager of Student Advice and Support.

Why we share your information

- We share your data with the Department for Education (DfE) on a statutory basis. This data sharing underpins college funding and monitoring of educational achievement. The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.
- We share your data with your previous school for them to assess the destination or progression of their students

- We share your data with your local authority as they have a legal duty to the Department for Education related to the tracking of young people's participation in education.
- Occasionally it is necessary for us to share the data of individual students with local authority social services for safeguarding and student welfare reasons.
- We do not share your information with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation you have the right to request access to information about them that we hold. To make a request for your personal information contact our Data Protection Officer Ross Fuhrmann, Assistant Principal for Guidance r.fuhrmann@worthing.ac.uk.

You also have the right to:

- Object to processing of personal data that is likely to cause damage or distress
- Prevent processing for the purpose of direct marketing
- In certain circumstances, have inaccurate personal data corrected, blocked or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The Worthing College Data Protection Policy is available to view on our website www.worthing.ac.uk